REGULATIONS FOR THE GOVERNMENT OF THE NAVY OF THE UNITED STATES

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The Gift of
Prof. William Cook,
of Cambridge.

14 Jan., 1881.

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REGULATIONS

FOR THE

GOVERNMENT OF THE NAVY

OF THE

UNITED STATES.

1876.

WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1877.

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"The orders, regulations, and instructions issued by the Secretary of the Navy prior to July 14, 1862, with such alterations as he may since have adopted, with the approval of the President, shall be recognized as the Regulations of the Navy, subject to alterations adopted in the same manner."—(*Laws relating to the Navy, section* 1547.)

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NAVY DEPARTMENT, *Washington, August* 7, 1876.

The following Regulations are established, with the approval of the President of the United States, for the government of all persons attached to the naval service. All circulars or instructions from any of the Bureaus of this Department, not in contravention with these Regulations, are to be considered as still in force, and will be obeyed accordingly.

GEO. M. ROBESON,
Secretary of the Navy.

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REGULATIONS

FOR THE

GOVERNMENT OF THE NAVY OF THE UNITED STATES.

CHAPTER I.

CLASSIFICATION OF VESSELS.

1.

The vessels of the Navy of the United States will be classed as follows:

First rates will comprise steamships of 4,000 tons displacement and upward; iron-clad steamers of 3,000 tons measurement and upward; ships-of-the-line, commissioned for sea-service. First rates.

Second rates will comprise steamships of 2,000 to 4,000 tons displacement; iron-clad steamers of 2,000 to 3,000 tons measurement; frigates, (sailing,) commissioned for sea-service. Second rates.

Third rates will comprise steamships of 900 to 2,000 tons displacement; iron-clad steamers of 1,200 to 2,000 tons measurement; sloops of war, (sailing,) commissioned for sea-service. Third rates.

Fourth rates will comprise steamships below 800 tons displacement, dispatch-vessels and store-ships. Fourth rates.

2.

Whenever a vessel is commissioned as a receiving-ship, her rate will be decided by the Navy Department. Receiving-ships.

CHAPTER II.

DETAIL OF COMMAND.

Detail of command.

Officers of the United States Navy will be assigned to command as follows:

1.

An Admiral may command a fleet or fleets. Admiral.

2.

A Vice-Admiral may command a fleet, or a division of a fleet under the Admiral; be Commander-in-Chief of a squadron; or may command a naval station. Vice-Admiral.

3.

A Rear-Admiral may command a fleet or squadron, a squadron or division under an Admiral or Vice-Admiral; be Chief of Staff of a naval force under an Admiral or Vice-Admiral; or may command a naval station. Rear-Admiral.

4.

A Commodore may command a division or a squadron, or be Chief of Staff of a naval force commanded by an Admiral, a Vice or Rear Admiral; or may command ships of the first class, naval stations, or the vessel of an Admiral, Vice-Admiral, or Rear-Admiral commanding a fleet. Commodore.

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5.

Captain. A Captain commands a vessel of the second class, or a vessel of the first class under an Admiral, Vice or Rear Admiral, or a Commodore; may be employed as aid to any grade of admiral; as Chief of Staff to a naval force or detached division, commanded by a Rear-Admiral or Commodore; on duty under a Bureau; act as second in command of shore-stations, and may command small practice or flying squadrons.

6.

Commander. A Commander commands vessels of the third and fourth classes; may be employed as Chief of Staff to a Commodore; on duty under a Bureau; or as aid to a Flag-Officer of either grade on shore-stations.

7.

Lieutenant-Commander. A Lieutenant-Commander may act as aid to an Admiral, Vice-Admiral, Rear-Admiral, or Commodore commanding afloat; as aid or Executive of a Commanding Officer, Navigating, or Watch-Officer in first, second, and third rates; and performs duty at shore-stations or under a Bureau, and may be ordered to command a vessel of the fourth class.

8.

Lieutenant. A Lieutenant may perform duty on board vessels of all classes; he may perform duty in the engine-room should such be necessary, and will perform such duty on shore-stations as may be assigned him.

9.

Master. A Master may be attached to all classes of vessels, performing such duties as may be assigned by the Commanding Officer, including duty in the engine-room, if necessary.

10.

Ensigns. Ensigns will be ordered to the different classes of vessels; will perform duty in the engine-room if required; the duties of Master's Mate on decks, hold, and forecastle, and such other duties as may be assigned by the Commanding Officer.

11.

Midshipmen. Midshipmen and Mates are to perform such duties as may be assigned them by their Commanding Officer, including duties on the several decks, in the hold, and in the engine-room.

CHAPTER III.

RANK AND COMMAND.

SECTION I.—*Decisions of the Navy Department.*

1.

Commanding Officers to take precedence. Commanding Officers of vessels of war and of naval stations shall take precedence over all officers placed under their command; and the Secretary of the Navy may, in his discretion, detail a Line-Officer to act as Aid or Executive of the Commanding Officer of a vessel of war or naval station, which officer shall, when not impracticable, be next in rank to said Commanding Officer, and who, as such Aid or Executive, shall, while executing the orders of the Commanding Officer on board such ship or at such station, take precedence over all officers attached to such vessel or station; and all orders of such Aid or Executive shall be regarded as proceeding from the Commanding Officer, and such Aid or Executive shall have no independent authority in consequence of such detail.

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2.

Staff-Officers senior to the officer so detailed shall have the right to communicate directly with the Commanding Officer.

Staff Officers senior to Executive.

3.

In processions on shore, on courts-martial, summary courts, courts of inquiry, boards of survey, and all other boards, Line and Staff Officers shall take precedence according to rank.

In processions, on courts-martial, &c.

4.

The foregoing are provisions of the statute law of the country. In view of the fact that their meaning and force have been sometimes misunderstood, they are republished for the information of the service, with the following declarations and regulations, promulgated as the views of the Navy Department upon the subject-matter, and its official construction of the law, as it exists, in relation thereto. By the force of naval law, and regulations made in conformity therewith, the following principles are established and exist as essentials of all military service, without which there can be neither command, discipline, nor responsibility.

The construction of existing laws.

I. Officers intrusted with the command of vessels of war or naval stations, or with the command or direction of any military expedition or duty, whatever their rank, must, while properly in such command or direction, have full command, authority, and precedence over all officers and persons, of whatever rank, serving in such vessel, station, or expedition, or in the execution of such duty. This authority and precedence will descend to the officer or person on whom such command or direction may devolve by reason of the death, disability, or absence of the person otherwise in command or direction.

Precedence of those actually in command.

II. In case of the death, disability, or absence of an officer in *military* command or direction, this command and direction, with all its authority and precedence, devolves and rests upon the *Line*-Officer next in rank who may be present. The direction of all courts and boards, and precedence thereon, and in all processions on shore, will devolve upon the officer next in rank who may be present, without regard to the corps to which he belongs.

In case of death, disability, or absence.

III. Officers of the Staff Corps of the Navy will, on all occasions, be treated with the same respect as officers of corresponding rank in the Line, not in command, under like circumstances. Their legal rank carries with it the same personal dignity, and is to receive, in all respects, the same consideration. If they are at any time subordinated, for any purpose of organization or duty, to the exercise of authority delegated by law to their juniors in actual or relative rank, it is for reasons growing out of the necessities of military service, operating alike on all officers of both Line and Staff under like circumstances, and subject to the same conditions applicable to all. The right of military command and to additional quarters is restricted by law.

Officers of the Staff-Corps.

IV. No officer of any grade of the Navy is authorized, by virtue of his own mere rank and authority, to give any order or grant any privilege, permission, or liberty to his senior in rank of any corps; nor is any senior officer required to receive such order, privilege, permission, or liberty from his junior, unless such junior is at the time in command of the vessel of war or naval station to which the senior is attached, or in command or direction of the *military* expedition or duty on which such senior is serving; and no commanding officer is authorized to delegate to any junior the authority to grant any permission, privilege, or liberty to his senior, but must himself receive and hear, under proper regulations, any request therefor from such senior, satisfying himself as to its propriety, and deciding the matter in the exercise of his own authority. Any officer on shipboard, however, who is intrusted, by general provision or special order of proper authority, with any duty, the present performance of which may involve the movements of the ship itself, or the attitude of the ship's company as a whole, represents the Commandant for that purpose, and is intrusted, for the time, with all the

No privilege can be granted to a senior by a junior, except.

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authority necessary for the proper performance of such duty; and all officers of whatever rank, are required to assist in carrying out such duty, and to receive and execute his orders for that purpose; nor will he be interfered with therein, unless by the Commandant, or the officer next in command, who is entitled to relieve him in the performance of such duty.

5.

Aid or Executive of the Commanding Officer.

The efficiency of every military organization requires of the commanding authority, besides the general duties of command and direction, the additional duties of organization, police, and inspection; all these appertain to and go with the command. For the relief of the Commanding Officer they are usually intrusted, in their details, to subordinates, but they are performed by his authority and under his direction. On shipboard, the Secretary of the Navy, by authority of law, designates the senior Line-Officer to perform these duties in addition to the ordinary duties assigned to him as such Line-Officer attached to the ship. The officer so designated is called, for the time being, the "Aid or Executive of the Commanding Officer." This is not a new rank; nor has the officer, by virtue of the title, or in consequence of the detail, any new, "independent authority." It is merely a designation of the officer who, for the relief of the Commandant, and by his authority alone, carries out, on board the ship, the details of *organization, inspection, and police;* duties corresponding to those which, in the Army, are performed by the Adjutants, Inspectors, and Officers of the Day.

Has authority over all detail, &c.

I. As the officer in charge of the police of the ship, and the execution of all provisions made for her general good condition, appearance, and safety, his duties are constant, and call him everywhere, and give him, as representative of the Commandant for that purpose, charge of, and authority over, the details necessary to the proper performance of all police duties. To this authority, all officers and persons are required to yield full and prompt acquiescence.

Entitled to make personal examination.

II. As the Inspecting Officer of the ship, required, at stated periods, to examine and report her general condition and efficiency, in all her departments, he is entitled to make personal examination of and report upon all these, and, for that purpose, every facility is to be afforded him by every officer of every department. The reports of the Heads of Departments are made to the Commanding Officer.

Take charge of parades, &c.

III. As the officer to whom the details of the organization of the ship's company are intrusted, he is the proper person to station the officers and crew, and to prepare, form, parade, and present them in proper attitude for review and inspection by the Commandant or other proper officer; and, for this purpose, he has authority to take preliminary charge of all formations and parades, to see that the whole is properly organized and paraded, and to receive the reports of every part, and transmit them as a whole.

Defining the delegated authority to the Executive.

IV. These duties of organization, inspection, and police devolve upon the "Aid or Executive of the Commanding Officer of a vessel of war," by virtue of his detail as such "Aid or Executive," and they, and the exercise of the authority necessary to execute them, are recognized by all military law and usage, and by the statute which authorizes his designation. But they are duties pertaining to the command, delegated, under sanction of law, by the Commanding Officer to his "Aid or Executive," who, in carrying them out, is "executing the orders of the Commanding Officer," and the authority exercised as necessary to their execution is the authority of "the Commanding Officer," exercised by his "Aid or Executive," and not the authority of the "Aid or Executive" himself. By the express provision of the statute, this officer has "no independent authority" as such "Aid or Executive," but exercises only the authority necessarily delegated for the execution "of the orders of the Commanding Officer." This delegated authority, however, is recognized by the statute which confers on the "Aid or Executive," while exercising it, "precedence over all officers attached to the ship," of whatever rank or corps. But this special precedence is given to him only "while executing the orders of the Commanding Officer on board ship," and is not his under other circumstances.

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V. The officer in command of a ship of war is not authorized to delegate his power, except for the carrying out of the details of the general duties to be performed by his authority. The command is his, and he can neither delegate the duties of it to another, nor avoid its burdens, nor escape its responsibilities; and his "Aid or Executive," in the exercise of the power given to him for "executing the orders of the Commanding Officer," must keep himself constantly informed of the Commander's opinions and wishes thereon; and whenever and as soon as he may be uninformed or in doubt as to such opinions or wishes, he must remedy such defect by prompt and personal application, to the end that the authority of the Commandant may be used only to carry out his own views; and that he may not be, by its unwarranted exercise, in any measure relieved from his official responsibilities, which can neither be assumed by nor fall upon any other officer.

The Commanding Officer cannot delegate his power, except.

VI. The details of these duties may be more fully defined by general or special orders and regulations, but the "Aid or Executive of the Commanding Officer of a vessel of war" has, as such "Aid or Executive," no other duties or authority except those which come within the scope of the above descriptions; and any other authority at any time to be exercised by the officer designated as such "Aid or Executive" must be such authority only as belongs to him by virtue of his rank in the line. This is his, in his own right, with all the power and precedence which belong to it, but it is to be exercised only according to the general rules governing alike all officers of all corps and every grade.

The Executive of the Commanding Officer has no other duties or authority, except.

VII. It is not necessary, nor consistent with military usage and efficiency, that the "Aid or Executive" should be required to announce with every order given, or authority exercised by him as such, that he is "executing the orders of the Commanding Officer." The delegated character of this authority is fully understood, and is defined by the statute, which contemplates obedience to it as such by "all officers attached to the vessel;" and the statute, while it provides that the officer detailed to act as "Aid or Executive" shall, "*when not impracticable*, be next in rank to the Commanding Officer," still contemplates the same obedience when this is impracticable. But orders to seniors not given in the ordinary progress of military organization or duty are to be so announced.

Executive not required to state.

VIII. Any complaint or appeal growing out of the exercise of these duties should be made to the Commanding Officer, and the right to make any such complaint or appeal will not be denied to any one.

Any complaints to be made to Commanding Officer.

IX. The right of all officers, whether of the line or staff, senior to the officer detailed as "Aid or Executive," to communicate with the Commanding Officer at all proper times and places, is not to be denied nor restricted; but this does not interfere with the duty of all such officers to recognize and acquiesce in the authority delegated to the "Aid or Executive" for the purpose of police, organization, and inspection as aforesaid, nor confer upon any such officer the right to interrupt the ordinary course of military organization or duty, while in actual execution, for the purpose of making such communication. Every officer in charge of a department has, of course, the general right, at all proper times, to communicate and confer directly with the responsible Commanding Officer concerning any matter relating to his department; and his duty to do so is absolute, whenever he thinks it necessary for the good of his department or of the service.

Communication with Commanding Officer.

SECTION II.—*Officers.*

1.

The Line-Officers of the Navy are classed by law as follows:

Line-Officers.

Admiral.
Vice-Admiral.
Rear-Admiral.
Commodore.
Captain.
Commander.
Lieutenant-Commander.

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Lieutenant.
Master.
Ensign.
Midshipman.

Military command is exercised by the above-designated officers in the order named.

2.

Officers of the Staff.

The officers of the staff of the Navy consist of the Medical, Pay, and Engineer Corps, Chaplains, Professors of Mathematics, Naval Constructors, and Secretaries to Admiral and Vice-Admiral.

3.

Military command.

Staff officers can exercise no military command other than in the corps or department to which they belong, and over those placed under their control by competent authority.

4.

Relative rank.

The relative rank of the officers of the staff with those of the line of the Navy is regulated by law as follows:

Medical Corps.

Medical Corps.

Medical Directors have the relative rank of Captain.
Medical Inspectors have the relative rank of Commander.
Surgeons have the relative rank of Lieutenant-Commander or Lieutenant.
Passed Assistant Surgeons have the relative rank of Lieutenant or Master.
Assistant Surgeons have the relative rank of Master or Ensign.

Pay Corps.

Pay Corps.

Pay-Directors have the relative rank of Captain.
Pay-Inspectors have the relative rank of Commander.
Paymasters have the relative rank of Lieutenant-Commander and Lieutenant.
Passed Assistant Paymasters have the relative rank of Lieutenant or Master.
Assistant Paymasters have the relative rank of Master or Ensign.

Engineer Corps.

Engineer Corps.

Ten Chief Engineers have the relative rank of Captain.
Fifteen Chief Engineers have the relative rank of Commander.
Forty-five Chief Engineers have the relative rank of Lieutenant-Commander or Lieutenant.
Passed Assistant Engineer has the relative rank of Lieutenant or Master.
Assistant Engineer has the relative rank of Master or Ensign.

Chaplains.

Chaplains.

Four Chaplains have the relative rank of Captain.
Seven Chaplains have the relative rank of Commander.
Seven Chaplains have the relative rank of Lieutenant-Commander or Lieutenant.

Professors of Mathematics.

Professors of Mathematics.

Three Professors of Mathematics have the relative rank of Captain.
Four Professors of Mathematics have the relative rank of Commander.
Five Professors of Mathematics have the relative rank of Lieutenant-Commander or Lieutenant.

Naval Constructors.

Naval Constructors.

Two Naval Constructors have the relative rank of Captain.
Three Naval Constructors have the relative rank of Commander.

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Al other Naval Constructors have the relative rank of Lieutenant-Commander or Lieutenant.

Assistant Naval Constructors have the relative rank of Lieutenant or Master.

Secretaries to Admiral and Vice-Admiral.

Secretaries.

The Secretary to an Admiral or Vice-Admiral has the rank of a Lieutenant.

5.

Officers of the Marine Corps.

Officers of the Marine Corps by law take rank with the officers of similar grades in the Army; the relative rank between officers of the Army and Navy is as follows, lineal rank only being considered:

Admiral with General.
Vice-Admiral with Lieutenant-General.
Rear-Admiral with Major-General.
Commodore with Brigadier-General.
Captain with Colonel.
Commander with Lieutenant-Colonel.
Lieutenant-Commander with Major.
Lieutenant with Captain.
Master with First Lieutenant.
Ensign with Second Lieutenant.

6.

Officers of the Navy and Army serving together.

Officers of the Navy are never to assume command of land forces on shore, nor can any officer of the Army assume command of any vessel of the Navy of the United States, or of any officers or men belonging to them, unless by special authority for a particular service. But when officers of the Navy are emlpoyed on shore, on service with the Army of the United States, their relative rank will carry with it all precedence attaching to the rank with which it corresponds, except command, and will regulate their quarters.

7.

Commander-in-Chief disabled.

Should the Commander-in-Chief be rendered incapable of exercising command, the line-officer of the fleet or squadron next in rank or seniority will discharge his duties.

8.

Death of Commander-in-Chief in battle.

If the Commander-in-Chief be killed in battle, the line-officer highest in rank, on duty on board the ship bearing his flag, is to succeed him provisionally, and until the senior officer in the fleet announces that he has taken command. It shall be the duty of any officer thus succeeding, provisionally, to inform the officer of the fleet or squadron next in seniority to the Commander-in-Chief, as soon as practicable, of the death of the latter. The flag of the deceased is to be kept hoisted until the battle is decided.

9.

Death or disability of commander of a vessel.

In case the commander of a vessel should be rendered incapable of commanding, or should die, the executive officer is to succeed him until relieved by orders from the Commander-in-Chief, or the Navy Department, even though there may be officers on board, as passengers, higher in rank than himself. In all cases where an Admiral, Vice-Admiral, Rear-Admiral, or a Commodore is embarked as a passenger, by due authority, the commanding officer of the vessel, if junior in rank, is to be amenable to his orders, and such senior officer, when so embarked, will carry his flag.

10.

Passengers when assigned to duty.

Officers, junior to the commander, embarked as passengers will not be assigned to duty unless the exigencies of the service shall make it necessary, of which necessity the commanding officer will be the judge. When passengers are thus assigned to duty they will have the same right to com-

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mand, but no supernumerary officer will be permitted to displace in his quarters any officer belonging to the complement of the vessel.

11.

Inability to assume duty.

No officer can place himself on duty by virtue of his commission or warrant alone.

Appointed to act in a superior grade.

12.

Officers duly appointed to act in a grade superior to their own shall, while so acting, be entitled to exercise command and to take precedence according to the date of their appointments.

SECTION II.—*Petty Officers.*

Petty Officers.

1.

Petty Officers of the Line.

The Petty Officers of the Navy shall be divided into two classes: *Petty Officers of the Line* and *Petty Officers.*

The class of *Petty Officers of the Line*, and the order of rank, with the order of their succession to command, shall be as follows:

1. Boatswain's Mates.
2. Gunner's Mates.
3. Signal Quartermaster.
4. Cockswain to Commander-in-Chief.
5. Captains of Forecastle.
6. Quartermasters.
7. Quarter Gunners.
8. Cockswains.
9. Captains of Maintop.
10. Captains of Foretop.
11. Captains of Mizzentop.
12. Captains of Afterguard.

Petty Officers.

2.

All other Petty Officers, except the Master-at-Arms, who will be the chief Petty Officer in the vessel in which he serves, will be called Petty Officers, and shall take precedence and have assimilated rank as follows:

Ship's Yeomen,
Machinists,
Engineer's Yeomen,
Apothecaries,
Paymaster's Yeomen,
Masters of the Band,
Schoolmasters,
Ship's Writers,
To rank next after the Master-at-Arms.
Carpenter's Mates,
Boiler-makers,
Armorers,
Sailmaker's Mates,
To rank next after Gunner's Mates.
Coppersmiths,
Painters,
Coopers,
Armorer's Mates,
Ship's Corporals,
Captains of Hold,
Ship's Cooks,
Bakers,
To rank next after Captain of Afterguard.

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3.

Petty Officers are not to exercise authority except in the department to which they belong, or over those placed immediately under their control, and precedence among those of the same rate; shall be established by the commanding officer.

Authority of Petty Officers.

4.

Orderly Sergeants of Marines shall rank next after Master-at-Arms; all other Sergeants with Gunner's Mates; and all Corporals with Captain of Afterguard.

Orderly Sergeants.

5.

Non-commissioned officers of Marines are not to exercise military authority or command over those not of their corps unless on guard or police duty, or when specially authorized so to do by the commanding officer of the vessel or station.

Authority of Non-Commissioned Officers.

6.

When serving afloat, Petty Officers of the Navy shall take precedence of non-commissioned officers of Marines holding the same relative rank; but when serving as troops on shore, the non-commissioned officers shall take precedence.

Precedence of Petty Officers and Non-Commissioned Officers.

CHAPTER IV.

MILITARY HONORS AND CEREMONIES, SALUTES, AND DISTINCTIONS.

SECTION I.—*The President of the United States, Vice-President, a foreign sovereign or Chief Magistrate, members of the royal family.*

1.

When the President of the United States visits a vessel of the United States, he will be received at the gangway by the Admiral, Commodore, or Commanding Officer, together with such other officers as may be selected. All the officers of the vessel will be on deck in full uniform, the crew at quarters for inspection on the opposite side of the deck, and the full marine guard and band will be paraded. On the President's reaching the deck the drums give four ruffles, the National air is played by the band, the National flag displayed at the main, and a salute of twenty-one guns fired. The same ceremony will take place on the President's leaving, the salute being fired when the boat, in which he is embarked, clears the ship's side, and the National flag will be hauled down at the last gun.

The President of the United States.

2.

If other vessels of the United States are present, they will fire a salute of twenty-one guns, unless otherwise directed by the senior officer present, and upon the President passing such vessels the drums will beat four ruffles and the band play the National air.

Other vessels present.

3.

An ex-President of the United States, when visiting a vessel of the Navy, shall receive the same honors as prescribed for the President, except that the National flag shall not be displayed unless the reception takes place abroad, and then it shall be hoisted at the fore.

An ex-President of the United States.

4.

The Vice-President of the United States, when visiting a vessel of the Navy, shall receive the same honors as prescribed for the President, except that there shall be but one salute of nineteen guns, which shall be fired on

The Vice-President of the United States.

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his leaving: and that the National flag shall not be displayed, unless the reception takes place abroad, in which case it shall be hoisted at the fore.

5.

A foreign sovereign.

A foreign sovereign or the chief magistrate of any foreign republic, when visiting a vessel of the Navy, shall be received with the honors prescribed for the President, except that the flag of his country shall be displayed at the main, and the band shall play his National air.

6.

Members of a Royal family.

Members of a royal family, when visiting a vessel of the Navy, shall receive the same honors as would be paid to their sovereign, except that one salute only shall be fired on leaving.

7.

Manning yards.

In addition to the foregoing, yards may be manned for the President of the United States, a foreign sovereign or chief magistrate, and for members of a royal family.

SECTION II.—*Members of the Cabinet, Justices of the Supreme Court, Governors of States, Diplomatic Corps and Consuls.*

1.

The Secretary of the Navy.

The Secretary of the Navy, when officially visiting a vessel of war or a naval station, shall be saluted on leaving with nineteen guns.

2.

Members of the Cabinet, &c.

Members of the Cabinet, Justices of the Supreme Court, or Governors of States, when visiting a vessel of the Navy, shall receive the same honors as those prescribed for the Vice-President, except that the salute shall consist of seventeen guns, and shall be fired on their leaving.

3.

Committee of Congress.

A committee of Congress officially visiting a vessel of the Navy, or a naval station, will be saluted on leaving with seventeen guns.

4.

Diplomatic Corps and Consuls.

Whenever a minister appointed to represent the United States abroad, or a minister of a foreign country, shall visit a vessel of the Navy, he shall be received by the Admiral, Commodore, or Commanding Officer, and the marine guard shall be paraded. A salute of fifteen guns shall be fired on his leaving.

5.

Chargé d'Affaires.

A Chargé d'Affaires, or Commissioner, shall be received in the same manner, but the salute shall be eleven guns.

6.

Consul General.

A Consul General shall be received by the Commanding Officer, and saluted with nine guns.

7.

Consul.

A Consul shall be received by the Commanding Officer, and saluted with seven guns.

8.

Vice-Consul or Commercial Agent.

A Vice-Consul or a Commercial Agent shall be received by the Commanding Officer, and saluted with five guns.

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SECTION III.—*Salutes to officers.*

1.

When an Admiral goes on board his flag-ship to assume command, he shall be received by all the officers of the vessel in full uniform, the crew at quarters for inspection, on the side of the deck opposite to that on which he enters, and the full marine guard paraded. He will be met at the gangway by the Commanding Officer, together with such other officers as he may select. On the guard presenting arms the drums will give four ruffles and the band play a march. On hoisting his flag, a salute of seventeen guns will be fired. Admiral assumes command.

2.

When an Admiral makes a visit of inspection to any vessel of his fleet, the above ceremonies will be observed, the salute being fired immediately after he arrives on board. Admiral inspects.

3.

When an Admiral relinquishes his command afloat, the ceremonies prescribed for his first reception shall take place at his departure. His flag will be hauled down at the last gun of the salute. Admiral hauls down flag.

4.

An Admiral leaving his flag-ship with the intention of soon returning on board shall be entitled to an officer's guard, which is to present arms as he passes in front of it, and the drums to give four ruffles; the Boatswain may attend the side. He is to be accompanied to the gangway by the Line-Officer next in rank to himself on board, and all the Officers of his personal Staff; the Officer of the Deck and the Junior Officers of the Watch will also be in attendance. The same ceremonies are to be observed on his returning on board. If absent at night with the intention of returning, four lights are to be displayed perpendicularly at the peak. Admiral leaving flag-ship.

5.

For a Vice-Admiral, the same ceremonies will be observed as for an Admiral, with the exception that the drums shall give three ruffles, and that his salute shall be fifteen guns. Vice-Admiral.

6

For a Rear-Admiral, the same ceremonies will be observed as for a Vice-Admiral, with the exception that the drums shall give two ruffles, and that his salute shall be thirteen guns. If absent at night, with the intention of returning, three lights will be hoisted perpendicularly at the peak. Rear-Admiral.

7.

For a Commodore, the same ceremonies will be observed as prescribed for a Rear-Admiral, except that his salute is to be eleven guns. If absent at night, with the intention of returning, two lights shall be displayed perpendicularly at the peak. Commodore.

8.

The salutes as prescribed above for Flag Officers, on first taking command, are to be observed when not in the presence of another Flag Officer in command. Should a senior Flag Officer be present in command, the ship hoisting the flag of an Admiral or Commodore for the first time shall salute such senior officer, who will return the salute. If a Junior Flag Officer in command be present, he shall salute the flag of his senior when it is first hoisted, and such senior shall return the salute. No other salutes shall be fired on such occasion. When other Flag Officers are present.

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9.

Flag not to be hoisted aboard other vessels.

An Admiral's, Vice-Admiral's, or Rear-Admiral's flag, or a Commodore's broad pennant, shall not be hoisted on board any ship of his fleet or squadron, which he may visit for any purpose, without his special order.

10.

Top-light.

All flag-ships will carry a top-light at the mizzen-mast head at night when in port, and at sea when other vessels are in company.

11.

Flag Officer visiting for the first time.

When the Commander-in-Chief of a fleet or squadron, whether an Admiral, Vice-Admiral, Rear-Admiral, or Commodore, shall first visit a ship not belonging to his own fleet or squadron, he shall be received as if he were visiting a ship under his own command, but in no case shall a flag or broad pennant be hoisted.

12.

Flag Officer on duty ashore, how received aboard.

Whenever an Admiral, Vice-Admiral, Rear-Admiral, or Commodore, employed on shore, but not in command of a navy-yard or station, shall visit a vessel of the Navy on duty, he shall be received by the senior Line-Officer present and the Officer of the Deck. The marine guard shall be paraded, and on the occasion of his first visit a proper salute shall be fired.

13.

Flag officer on assuming command of a shore-station.

When an officer of the rank of Admiral, Vice-Admiral, Rear-Admiral, or Commodore shall be ordered to command a navy-yard or station, he shall be received at the gate, or landing, by the officer whom he is to relieve and the Line-Officer next in rank, by all the officers of the station in uniform, by the marine guard with arms presented, and the proper salute will be fired. On relinquishing his command, like ceremonies shall be observed, and his flag or broad pennant shall be hauled down at the last gun.

14.

President or other persons of distinction visiting a shore-station.

Whenever the President of the United States, the Vice-President, an Ex-President, or any other personage for whose reception afloat ceremonies have been prescribed in the foregoing articles, shall visit a navy-yard or naval station, he shall be received with the same ceremonies, so far as may be practicable.

15.

Officers to be saluted.

No officers of the Navy shall be saluted otner than Admirals, Vice-Admirals, Rear-Admirals, and Commodores commanding afloat; Admirals, Vice-Admirals, Rear-Admirals, and Commodores on shore duty. When several officers entitled to be saluted may be assembled on board a ship, or at a navy-yard or naval station, on the same duty, but one salute shall be fired, which shall consist of the number of guns to which the senior of such assemblage may be entitled.

16.

Return salutes.

Return salutes shall be as follows: Between officers of equal rank, gun for gun. To an inferior by a superior officer; if the inferior be a Commodore, the number of guns specified as a Commodore's salute. If a Captain or an officer of less rank, seven guns.

17.

Chiefs of Bureau.

Chiefs of Bureau of the Navy Department, as such, shall be saluted with eleven guns.

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18.

No officer out of uniform shall be saluted with guns or received with a marine guard. Officers not in uniform.

19.

Officers of and below the rank of Captain are not to be saluted, and will not be received with a marine guard, except when in actual command afloat. Officers not to be saluted.

SECTION IV.—*Salutes generally—Navy official courtesy.*

1.

No salute is ever to exceed twenty-one guns; all salutes must be fired between sunrise and sunset, and the national colors must always be displayed at the time. On the occasion of a visit by any person entitled to one salute, such salute shall be fired on his leaving a vessel, or on his arrival at a navy-yard or station. Salutes generally.

2.

If a vessel on Sunday join a Commanding Officer who is entitled to a salute, it is not to be fired until the following morning, immediately after hoisting the colors. Salutes on Sunday.

3.

Forts, castles, or cities of the United States are not to be saluted by any vessel of war of the United States. Forts and cities not to be.

4.

Vessels mounting less than ten guns shall not fire a salute that may require the reloading of the guns, unless it may be necessary to fire a return salute, in order to avoid giving offense to a foreign nation, or to foreign official personages. No surveying vessel, store-ship, or transport is to fire or return a salute. Vessels less than ten guns.

5.

A vessel mounting ten or more guns, ordered to join a fleet or squadron, shall, on meeting the Commander-in-Chief, salute his flag, and shall not again salute it while under his command, except he shall make a visit of inspection to such vessel. Salute flag but once.

6.

When fleets, squadrons, or divisions meet, none but the officers commanding them are to salute. Fleets, &c., meeting.

7.

No salute shall be fired in the presence of a senior without his permission, except it be one to such senior. Permission of senior.

8.

In saluting any personage, whether civil, naval, or military, the ensign of his nation is not to be exhibited, if its display will involve a return of the salute. Such salutes shall be regarded as personal, and their return shall not be expected. The same functionary shall not be saluted by the same vessel, at the same place, oftener than once in twelve months, except when it may be necessary in cases of foreign officials, or of naval or military officers who may have been advanced in rank. Personal salutes.

9

Vessels of the United States shall salute flag-ships of other nations in amity with us, on meeting them at sea, in our own or in foreign ports, when commanded by an officer superior in rank to the officer of the United States, on being assured of receiving gun for gun in return. Foreign flag-ships gun for gun.

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10.

Navy-yards to return certain salutes.

Commandants of navy-yards, or of a naval station, will return national salutes fired by foreign vessels of war, if there is neither ship nor fort to answer them.

11.

Foreign officers visiting.

When naval, military, or civil officers of a foreign nation visit a vessel of the Navy, or a navy-yard, or naval station, they shall be received with the salutes and honors herein provided for persons of similar rank in the service of the United States.

12.

Officers embarking for passage.

Whenever any person for whom a salute has been provided in the preceding articles shall embark on board a vessel of the Navy for passage, he shall be entitled to the same salute as if he were visiting such vessel, and also to the same salute on disembarking.

13.

Salutes to foreign officials not provided for.

Should it occur that any foreign official of high rank or distinction, whose reception has not been provided for in the foregoing paragraphs, should visit any vessel or naval station of the United States, he may be received with the salutes and honors assigned to him by his own country.

14.

Honors to be first paid to the flag of the port.

Vessels of the Navy are not to salute any functionary of the United States in a foreign port, until the proper honors have been paid to the flag of the nation to which the port belongs, unless such honors have been declined. The sails shall be furled, and hammocks or clothes, if up, piped down whenever a salute is fired.

15.

Arrival in foreign port.

On the arrival of a vessel of the United States in a foreign port, her Commander will inform himself as to the salutes and ceremonies usually observed between the authorities and ships of war, as provided for under head of Commanders-in-Chief, and will proceed accordingly.

16.

Saluting shipping.

In all salutes or return salutes to shipping, in addition to displaying the national flag of the flag-officer saluted, the jib is to be hoisted at the first and hauled down at the last gun.

17.

Naval official courtesy.

The Commander of a fleet or squadron, on arriving at a foreign port, is to call in person and pay the first visit to the diplomatic functionaries of the United States thereat, whose rank is of and above that of Chargé d'Affaires; and the Commander of a vessel of the Navy, on so arriving, is to so call and first visit the functionaries of our Government thereat, whose rank is of and above that of Consul-General. The Commander of a fleet or squadron, on so arriving, is to send a suitable officer to visit the consular officer, and tender to him a passage to the flag-ship; and the Commander of a vessel of the Navy, on so arriving, is to send an officer, who is to visit the consular officer, and if he be of the rank of Consul-General, to inform him of the presence of the ship, and of the Commander's intention to visit him, unless the latter should find it convenient to make the visit at that time; if of lower rank than Consul-General, to offer him a passage to the ship.

18.

Entering a foreign port.

Whenever a vessel of the Navy of the United States enters a foreign port, she will, after saluting the national flag of that port, and after the usual civilities have been extended by the naval vessels of other nations anchored in

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the port, salute the distinctive flags of such vessels if of superior or equal rank with that borne by the vessel of the United States, commencing with that of the nationality of the port visited, if such be flying, and continuing with other nationalities according to the rank of their distinctive flags, displaying the national flag of the flag-officer saluted at the fore.

19.

In all cases the senior officer of the United States already in port, without regard to his rank, will always send promptly a suitable officer to offer civilities to a vessel of war recently arrived. Shouldthe officer last arrived be of the same grade or inferior in grade to the one already in port, the first visit is to be made by the one last arrived, but the salute, in accordance with his rank, is to be extended by the one first in the port. if the last arrived is of equal or superior grade, and if of superior grade the first visit is to be paid by the inferior.

To board ships and offer civilities.

Order of visits and salutes.

20.

When a foreign vessel of war of a nation in amity with the United States arrives in a port of the United States, or in a foreign port where one or more vessels of the United States are anchored, the senior officer in command will send an officer without delay to make the usual offer of civilities and assistance; and should the distinctive flag of the vessel arrived be superior to that worn by the senior officer of the United States present, it shall be saluted in accordance with its rank after the national salute has been made by the vessel arriving and has been returned.

Arrival of a foreign vessel in a port of United States or a foreign port where there are United States vessels.

21.

In all ports where there are naval stations, after the customary civilities have been offered by the Commanding Officer of the station to a vessel of the United States arriving in the port, the Commanding Officer shall send a suitable officer to acknowledge such civilities, and request that the time be specified for his reception by the Commanding Officer of the station.

Commanding Officer to call on the commandant of the shore station.

22.

The Commanding Officer of a naval station, after the usual offer of civilities, is always to receive the first visit, without regard to rank.

Commanding Officer of a naval station.

23.

No vessel of the Navy is to lower her sails or dip her colors to any vessel, unless in return for such compliment paid to them.

Lowering sails and dipping colors.

24.

Cheers shall never be given as a compliment to any officer, on joining a vessel, while attached to her, or on being detached from her.

Cheers.

25.

When a guard of Marines is not paraded, the side may be tended for an Admiral or Vice-Admiral, by the Boatswain with eight side-boys; for a Rear-Admiral or Commodore, by the Boatswain with six side-boys; for a Captain, Commander, junior officers, and those of the Staff Corps relatively ranking with them, as prescribed in the following paragraphs:

Side may be tended by boatswain, &c.

When the Commander of a vessel of war, below the rank of Commodore, shall leave such vessel, he shall be accompanied to the gangway by the Line Officer next in rank to himself, and by the officers of the watch. The Boatswain with four side-boys may attend the side for Captains and Commanders; a Boatswain's Mate with two side-boys for Commanding Officers of lower grades. The same observances may take place on the return of such Commanding Officers. If absent at night with the intention of returning, one light shall be hoisted at the peak.

Commander of vessel on leaving the vessel.

Absent at night.

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27.

Commanding Officers visiting or departing.

When Commanding Officers visit or depart from vessels of the Navy, they shall be received at the gangway on arriving, and be accompanied there on leaving, by the Commander of the vessel. The Boatswain with four side-boys may attend the side for Captains and Commanders and for all Officers ranking with them, a Boatswain's Mate with two side-boys for Commanding Officers of lower grades.

28.

Captains and commanders in full dress.

Captains and Commanders, when in command afloat, on occasions requiring full-dress uniform, may be received with a Sergeant's guard of Marines.

29.

Reception of officers.

The Officer of the Deck will receive at the gangway on arrival, and attend there on the departure, of all Commissioned Officers. Warrant Officers will receive and attend Warrant Officers. A Boatswain's Mate and two side-boys may attend the side for all Commissioned Officers other than Captains and Commanders. Two side-boys may attend the side for all Warrant Officers.

30.

Officers of Army and Marine Corps.

Officers of the Army or Marine Corps, on visiting a vessel of the Navy, a navy-yard, or naval station, shall be received agreeably to their relative rank with Officers of the Navy.

31.

Salutes from boats.

Officers in boats not laden, nor engaged in towing, are, on meeting or passing other boats, to observe the following ceremonies, as marks of respect, according as they may be under oars or sail; and the officers to whom the salutes are made are to be careful to acknowledge them promptly by raising their caps: To a boat with the flag of an Admiral, Vice-Admiral, or Rear-Admiral, or the broad pennant of a Commodore, boats with a narrow pennant and those containing Staff Officers of the relative rank of Commanding Officers are to lie on their oars, or let fly their sheets; and boats without any pennants are to toss their oars, or lower their sails. In both cases officers in them are to salute by raising their caps. In the case of two boats meeting or passing, each with the same insignia of a Commanding Officer, the junior officer in rank or seniority is first to salute the other by raising his cap. Officers in boats, meeting or passing their own immediate Commander in a boat with his pennant flying, are to salute him by lying on their oars, or letting fly their sheets, and raising their caps; and, in passing each other, the salute of raising the cap is always to be mutually made, but first by the junior in rank or seniority. All officers inferior in grade to the Commanding Officer of another vessel than the one to which they belong, are, on passing him in a boat with his pennant flying, to lie on their oars, or let fly their sheets, and raise their caps. Cockswains steering boats are, whenever Commissioned Officers are saluted, to stand up and raise their caps; and whenever Warrant Officers are saluted, they are to raise their caps only. The Officer and Cockswain of loaded boats, or of boats engaged in towing, shall salute a boat with the flag of an Admiral, Vice-Admiral, or Rear-Admiral, or the broad pennant of a Commodore, by standing and raising their caps. On passing boats with a narrow pennant, or with Commissioned Officers on board, the Cockswain shall stand, and both he and the officer shall raise their caps. Boats containing superiors of other grades shall be saluted as already provided for. When boats are rowing in the same direction, an inferior is not to pass his superior in grade, unless he be on urgent duty, or authorized by the superior. When boats are pursuing opposite directions, the rule of the road, to prevent fouling, is, that both should put their helms to port, circumstances permitting. When boats are approaching the same landing or vessel, an inferior is always to yield the way to a superior in grade. Boats about leaving the ship's side with inferiors are to give way in ample season to others approaching it with superiors.

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32.

A sentinel at a gangway is to present arms to all officers coming on board or leaving the vessel, of and above the rank of Lieutenant Commander, and to carry arms to all other Commissioned Officers; but neither this ceremony, nor that of piping the side, is to take place except during the hours when the colors are displayed. And, after tattoo, all side-lights but one may be dispensed with, except in the case of a visit or departure of a foreign officer. The side will only be piped during meal-hours, in case foreign officers of rank visit the ship.

Sentinel at gangway.

Side-lights.

Piping side during meal-hours.

33.

All juniors in passing a senior, whether he be of the line or staff, either afloat or on shore, in addressing him on duty, shall raise their caps, and seniors are strictly enjoined to return such salutes in the same way. The fact that an officer is not on duty, nor in uniform, shall not be regarded as an excuse for any act of disrespect or omission of naval courtesy on the part of an officer toward a senior whose rank he knows. No personal feelings are to be allowed to interfere with official courtesy, or pleaded as an excuse for its neglect.

Juniors passing seniors—salute.

34.

Every officer, or man, on reaching the quarter-deck, either from a boat or below, or on leaving it to go over the side, is to salute it by raising his cap, and this is to be acknowledged in return, and in the same way, by all the officers of the watch at hand.

Saluting quarter-deck.

35.

All officers on going on shore, or on returning on board, will report to the Officer of the Deck.

Reports on leaving and coming on ship.

36.

On board vessels having an accommodation-ladder shipped at each gangway, the starboard gangway is to be reserved for the use of the Commissioned Officers and their visitors; the port gangway for all others. When one accommodation-ladder only is shipped, it is to be used indiscriminately by all officers.

Use of accommodation-ladders.

37.

Officers and men are not to omit, on any occasion, to extend to officers of the Army of the United States, and to all foreign officers, the courtesy and marks of respect due to their rank, when passing them in boats or meeting on shore.

Courtesy to officers of Army and foreign officers.

38.

It will be the duty of all Commanding Officers receiving visits to return them within twenty-four hours.

Duty in regard to returning visits.

39.

Officers will be addressed solely by their titles as given in their commissions and stated in the Navy Register; those below the rank of Commander of the line, being addressed by their title or as Mr.; and all officers of the staff will be addressed by their title or Mr., as may be.

Addressing officers by their titles.

SECTION V.—*National anniversaries.*

1.

On the Fourth day of July and the Twenty-second day of February, the National flag shall be displayed at the peak and at each mast-head, and the Union flag hoisted forward over the bowsprit cap from sunrise to sunset, on board of every vessel of the Navy in commission, not under way. At noon

Fourth of July.

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a salute of twenty-one guns shall be fired by all vessels able to salute, and such as are at sea, with the ensign flying at the peak at the time. Vessels should also dress ship on these days with signal and other flags, but foreign ensigns will not be used on such occasions. At navy-yards and naval stations the ensign shall be displayed from sunrise to sunset, and a salute of twenty-one guns shall be fired at noon.

2.

National anniversary occurs on Sunday.

When a national anniversary, to be celebrated, occurs on Sunday, all the ceremonies are to be deferred until the following day; and in no case should a salute be fired on Sunday, unless the failure to do so would give offense to foreign authorities; but salutes may be returned on that day.

3.

Celebrating national festivals of a foreign country.

Vessels of the Navy may participate in celebrating the national festivals of a country, while lying in one of its ports, by hoisting the ensign of that country at either the fore or main, as circumstances may require, dressing ship and firing salutes; and they may also participate in a similar way, while lying in a foreign port, in celebrating the national festivals of any other country in amity with the United States, besides the one to which the port belongs, if invited so to do. In such cases, the colors shall be hauled down with those of the foreign ships, or forts, whose national festival is celebrated.

Foreign vessels celebrating their national festivals in the United States.

And in case of foreign vessels of war lying in our ports and celebrating their national festivals, the Commander of the station, or senior officer present, may participate in the celebration, as provided for when lying in a foreign port.

4.

Commanding Officer to give information of any anniversary.

Commanding Officers of vessels of the Navy, when in foreign ports, are to give timely information to the public authorities of such ports, and to the Commanding Officers of foreign vessels of war present, of any anniversary or other event which it is intended to celebrate; and should they fire salutes in honor of the occasion, the salutes are not to be returned unless the failure to do so would give offense, but a message of acknowledgment and thanks is to be promptly sent to them and to all others who may have publicly displayed any mark of honor or respect on the occasion.

SECTION VI.—*Funeral honors.*

1.

Death of President of United States.

On the receipt of official intelligence of the death of the President of the United States, the senior officer present shall, on the following day, cause the ensign of each vessel under his authority to be hoisted at half-mast from sunrise to sunset, and a gun to be fired by his vessel every half-hour, beginning at sunrise and ending at sunset. At Naval Stations the same ceremonies are to be observed.

2.

Death of Commander of fleet at sea.

On the death of a Commander of a fleet, squadron, or division, at sea, the ensigns of all the vessels present, and the distinguishing flag of command which he wore, shall be hoisted at half-mast during the performance of the funeral ceremony; and on committing the body to the deep, the flag-ship shall fire as many minute-guns as he was entitled to receive for a salute when alive, and finally his flag shall be hauled down on firing the last gun.

In port.

If occurring in port, the ensigns and distinguishing flag mentioned shall be hoisted at half-mast during each day from that of his decease until sunset of the one on which the funeral service is performed, and, on sending the body to the shore, the prescribed number of minute-guns is to be fired. The escort will fire three volleys of musketry over the grave.

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3.

On the death of an officer commanding a vessel, at sea, the ensigns of all the vessels present, and the pennant of the vessel he commanded, shall be hoisted at half-mast during the performance of the funeral ceremony; and, on committing the body to the deep, the vessel he commanded shall fire as many minute-guns as he was entitled to receive as a return salute when alive. If in port, the pennant of the vessel he commanded shall be hoisted at half-mast during each day from that of his decease until sunset of the one on which the funeral service is performed; and, on sending the body to the shore, all the vessels present are to half-mast their ensigns until sunset, and the number of minute-guns indicated is to be fired. The escort will fire three volleys of musketry over the grave.

Death of officer commanding vessel.

4.

On the death of a Commissioned Officer, other than those already mentioned, at sea, the ensigns of all the vessels present shall be hoisted at half-mast during the performance of the funeral service; and if in port, the ensigns are to be so hoisted during the time that the body is being conveyed to the shore, and until the return of the funeral escort to the ship. In either case, after the funeral services, three volleys of musketry are to be fired by the full marine guard.

Death of a Commissioned Officer.

5.

On the death of a Warrant Officer, the ensigns of all the vessels present shall be hoisted at half-mast during the performance of the funeral service when at sea; and when in port, during the time that the body is being conveyed to the shore, and for one hour afterward. In either case, three volleys of musketry are to be fired by a sergeant's guard of fourteen men.

Death of a Warrant Officer.

6.

On the death of an officer of the Staff Corps of the Navy, the same funeral honors are to be observed as those prescribed for a Line-Officer of the same relative rank, except that the distinctive flag or pennant of the vessel is not to be hoisted at half-mast, and that no minute-guns are to be fired. If a Commissioned Officer, three volleys of musketry are to be fired by the full marine guard.

On the death of an officer of the Staff Corps of the Navy.

7.

On the death of a petty officer, or other person of inferior rating, the ensigns of all vessels present shall be hoisted at half-mast during the performance of the funeral service when at sea; and when in port, during the time that the body is being conveyed to the shore.

On death of petty officer.

8.

On the death of an Officer, Non-commissioned Officer, or Private of the Marine Corps, the funeral honors are to be regulated by his relative rank.

On death of an officer, non-commissioned, or private of marines.

9.

If it should not be practicable to fire with musketry at the grave of any officer in a foreign country, the volleys may be fired over the body after it is lowered into the boat alongside the ship.

Volleys to be fired.

10.

No vessel of a fleet or squadron, other than that of the senior officer present, is ever to half-mast her colors until permission to do so has been obtained; but whenever the vessel of the senior officer present has her colors at half-mast, all the other vessels in sight are to follow her motions.

Half-masting of colors.

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11.

Funeral honors, when not paid.

Funeral honors are not to be paid before the rising nor after the setting of the sun.

12.

Death on board in a foreign port.

When a death occurs on board a vessel of the United States in a foreign port, the senior officer present will make the arrangements for the funeral with the local authorities through the United States consul, and will request permission for the escort to carry the necessary arms.

13.

Death of a Commissioned Officer in foreign port.

On the death of a Commissioned Officer occurring in a foreign port, the senior officer present will, when circumstances permit, notify the senior foreign naval officer of each nation having vessels in port of the time and place of the funeral, and will, through the consul, obtain permission from the local authorities to land an armed escort, if one is necessary.

14.

Notice of the funeral of a foreign officer.

Whenever notice is given to the commander of a vessel of the Navy that the funeral of a foreign officer is to take place, he will, if practicable, detail two or more officers of the rank of the deceased to attend.

15.

Death of an officer on shore.

On the death of an officer, or other person belonging to the Navy, on shore, he will be entitled to the same funeral honors, so far as circumstances will admit, as though he had died on duty at sea. As a recognition of distinguished services, the Secretary of the Navy may order such additional honors as in his judgment may seem appropriate.

16.

Attendance at funerals.

At all funerals, the attendance of officers and men shall be as large as may be practicable under existing circumstances, and in proportion to the rank of the deceased.

17.

Death of a Minister or Chargé d'Affaires.

Should a Minister or a Chargé d'Affaires of the United States die in a foreign port, where one or more vessels of the United States are present, the senior officer present will request permission of the authorities to land an escort; as many officers as can be spared from duty will attend the funeral, in undress uniform, and eight petty officers will be landed as body-bearers. The colors of the vessels present are to be kept at half-mast from 8 a. m. of the day of the funeral to the time of interment, and the same number of cannon are to be fired, as minute-guns, as the official was entitled to as a salute while living, the firing to commence on the starting of the funeral cortege.

18.

Death of a Consul or other representative.

The same ceremony will be observed for Consuls and Consular Agents of the United States; no cannon, however, will be fired, but three volleys of musketry are to be fired over the grave, if permitted by the authorities.

19.

Order of funeral procession leaving the ship.

Funeral processions will shove off in the following order: 1st, music and firing party; 2d, boat with chaplain; 3d, boat carrying the corpse and body-bearers; 4th, boats with pall-bearers; 5th, boats with officers of the ship to which the deceased was attached; 6th, boats from other vessels of the United States, in the inverse order of the rank of commanding officers; 7th, boats from foreign ships, arranged from van to rear in the inverse order of the rank of their several senior officers, and when such seniors are of the same grade, then length of service on the station will decide rela-

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tive positions. If the deceased be a commander of a squadron or of a single vessel, his flag or pennant will be carried at half-mast in the bow of the boat containing the coffin.

20.

Firing-party.

The firing-party is to be composed of marines, and the seamen landed are not to be armed. The colors, draped, are to be carried in the procession, and in case it be the funeral of an officer commanding a squadron or vessel, his flag or pennant is to be similarly dressed and carried. All drums should be covered with black crape or serge, and muffled.

21

Formation on shore.

On reaching the shore, the procession is to be formed under the command of an officer, senior to the officers commanding the firing-party and the details of men from different vessels who are to form a part of the procession. The order of formation will be as follows:

Music.
Firing-party.
Chaplain.
Pall or hearse.
Men from different vessels, in squads, commanded by their own officers.
Officers of the vessel to which the deceased was attached, juniors leading.
Officers from the fleet or squadron, juniors leading.
Foreign officers, arranged as directed for procession in boats.

22.

Body-bearers.

Eight men should be selected as body-bearers, and if a hearse be used they will march immediately behind it.

23.

Pall-bearers.

The pall-bearers should be six in number and of the same grade as the deceased when practicable. They will march on either side of the hearse or pall, the junior to the left and front, the next junior to the right and front, &c. They will wear crape on the left arm and on the sword-hilt.

24.

Foreign pall-bearers.

The officer in charge of the procession will, through the officer detailed to receive foreign officers, invite the senior of each of these delegations to designate one of his party to act as pall-bearer, and those thus selected will march, one with each of the pall-bearers.

25.

Marching-time.

The procession will march to the grave in common time, and the escort will return in quick time.

26.

Flag or pennant, where displayed.

The flag or pennant should be carried in the center of the line composed of the firing-party and the battalion of seamen. Before leaving the grave the drapery should be removed from the flag and drums, and on the return the pennant is not to be displayed.

SECTION VII.—*Colors; distinctive flags and pennants; reveille and tattoo.*

1.

Colors.

The ensigns of vessels of the Navy, when at anchor, shall be hoisted at 8 o'clock a. m., and kept flying until sunset, if the weather permits, or if the senior officer present does not direct to the contrary. Whenever a vessel of the Navy gets under way or comes to anchor, the colors shall be hoisted, as

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also when meeting any vessel of the Navy, and, unless there be sufficient reason to the contrary, on falling in with any vessel at sea, and when approaching and passing forts, castles, batteries, light-houses, or towns.

2.

Ensigns in boats. Ships' boats will display their ensigns when they shove off from the vessel to which they belong, and keep them flying until their return alongside.

3.

Ensigns at half mast. When the ensign has been lowered to half-mast, it will not be hauled down from half-mast, but be first hoisted to the peak.

Distinctive flags and pennants. For a description of distinctive flags, see signal-book.

4.

Secretary of Navy flag. When the Secretary of the Navy goes on board of a vessel of war of the United States, the distinctive flag of the Secretary of the Navy shall be hoisted at the main on his arrival on board, and carried there until his departure.

5.

Flags of Admiral, Vice, and Rear Admiral. The distinctive flag of an Admiral, Vice-Admiral, and Rear-Admiral will be worn at the main, fore, and mizzen, respectively.

6.

Two or more Admirals of same grade. Where two or more Admirals of the same grade meet, the senior only is to wear the blue, the next in seniority will wear the red, and the other or others the white.

7.

Flags of officers in command on shore. An Admiral, Vice-Admiral, or Rear-Admiral in command of a shore station is to wear his flag, and to hoist it on board the receiving vessel; or, if there be no such vessel thereat, at any suitable place within his limits. A Commodore in such command is to wear his broad pennant, and to so hoist it.

8.

Flag of Commander-in-Chief. The flag or broad pennant of a Commander-in-Chief of a fleet or squadron shall be worn only when he is actually in command of such fleet or squadron, but it shall not be worn by any vessel in a port of the United States during his absence from that port for a longer period than twenty-four hours.

Senior officer present. The senior officer present in such cases is, for the time being, to wear his distinguishing mark, to issue all necessary orders, and to obey any directions that may have been, or may be, given to him by said Commander.

9.

Broad pennant of Commodore. The broad pennant of a Commodore will be worn at the main, unless he should command a flag-ship, when he will not wear a broad pennant, excepting in his boat.

10.

Two or more Commodores meet. Where two or more Commodores meet, the senior only is to wear the blue, the next in seniority will wear the red, and the other or others the white.

11.

Commodore to hoist narrow pennant in presence of a senior commodore commanding flag-ship. Should a Commodore flying a broad pennant meet with a Commodore senior to himself in command of a flag-ship, he will wear the broad pennant distinctive of his rank while in company with such senior.

12.

Flag Officer not displaying flag in boat. When a Flag Officer does not display his flag or broad pennant from the bow of his barge, on leaving his own vessel or on approaching another vessel, it will signify that he considers his movement or visit unofficial.

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13.

Any officer commanding a vessel of the Navy, except one on board which a flag, broad pennant, divisional, or senior officer's mark may be worn, shall wear a narrow pennant at the main. Narrow pennant at the main, when worn.

14.

When two or more vessels of the Navy are present where there is no Admiral's flag or Commodore's broad pennant displayed, the senior officer present will hoist the prescribed senior officer's pennant at the mizzen. Senior officer's pennant.

15.

All officers in command, of and above the grade of Lieutenant-Commander, may wear on a staff at the bow of the boat in which they may be embarked a flag or pennant of the same character as that which they are entitled to wear at the mast-head of their respective vessels; but no divisional flag shall be worn in the bow of a boat. Flag and pennants in boats.

16.

Divisional Commanders are not to wear their distinguishing marks when acting singly or separated from the squadron and station to which they belong. Divisional commander, distinguishing marks.

17.

To distinguish officers in boats, Commanding Officers of fleets, squadrons, or divisions will carry the distinguishing marks of their rank on the bow of their barges. To distinguish officers in boats.

Captains shall wear a gilt ball on the end of their boat-staffs, and Commanders a gilt star.

These distinguishing marks will be allowed to no other grades.

18.

A Commodore, chief of staff, may wear a broad pennant in his boat. When a Commodore senior to himself is present, he will wear the red or white, as may be. Pennant of Commodore as chief of staff in boat.

19.

A Captain or Commander, chief of staff, will wear in the bow of his boat the pennant and symbol appropriate to his grade. Pennant of Captain or Commander, chief of staff.

20.

In port a morning and evening gun will be fired from the vessel of the senior flag-officer. The morning-gun will be fired at daybreak when within the United States; when on foreign service, as the Commander-in-Chief may direct; the evening-gun will be fired at 9 o'clock. Reveille and tattoo.

21.

From the vessels of all other than that of the senior Flag Officer present, muskets only will be fired. Muskets to be fired.

22.

The reveille will be beaten immediately after the morning-gun, and the tattoo for a quarter of an hour previous to firing the evening-gun. Reveille, tattoo, morning and evening gun.

SECTION VIII.—*Uniform.*

(See Uniform Regulations for the Navy of the United States, No. 3, Appendix.)

1.

All persons belonging to the Navy will strictly conform to such regulations for uniform as may be published from time to time by order of the Navy Department; every person belonging to the Navy is strictly forbidden to wear any dress or decoration other than that to which his grade entitles him. All to conform to Uniform Regulations.

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2.

Full-dress, when worn.

Officers will wear full-dress or undress uniform, as may be directed, on making special official visits to the President, Secretary of the Navy, or to foreign authorities, and vessels of war.

3.

Uniforms for officers on court-martials or boards.

Officers serving on courts-martial, courts of inquiry, boards of examination, or special boards, or when attending as witnesses or otherwise before courts-martial or courts of inquiry, will wear service-dress uniform, without swords, unless otherwise specially directed.

4.

Social intercourse.

Officers in their social intercourse (upon occasions requiring them to appear in evening dress) may wear a body coat made according to the prescribed regulations.

5.

Uniform not worn at Navy Department, &c.

Officers may dispense with wearing their uniform while on duty in the Navy Department, at the Observatory, Hydrographic Office, or on Light-house duty.

6.

Undress uniform.

Service-dress uniform shall be worn by all officers when attached to any vessel of the Navy or Coast-Survey, to any navy-yard or station, or to any hospital or other naval establishment, for duty, unless when absent on leave, within the United States.

7.

Swords.

Swords are always to be worn at quarters and on leaving a vessel, navy-yard, or station on military duty.

8.

Officers on furlough.
Officers suspended from duty.

Officers on furlough will not wear their uniform, except on occasions of special ceremony, and officers are prohibited from wearing any part of their uniform while suspended from duty by sentence of a court-martial.

9.

Chaplains performing divine service.

Chaplains, when performing divine service, may wear either the vestments of the church to which they belong or their uniform as prescribed in the regulations.

10.

Occasions of ceremony.

On all occasions of ceremony or duty, abroad or in the United States, when a Commanding Officer may deem it necessary to order the attendance of the officers under his command, he will prescribe the particular dress to be worn.

11.

Officer on foreign stations.

Officers attached to vessels in foreign ports will not visit the shore without being in uniform, except by special permission of their Commanding Officer.

12.

Uniform and citizen's dress.

Officers are forbidden to wear any part of their uniform with citizen's dress.

13.

General muster for inspection of uniforms.

Before a vessel proceeds to sea there will be a general muster for the purpose of ascertaining whether the officers and crew are provided with the uniform, full and undress, as prescribed by the regulations, and the Commanding Officer of the vessel will see that all deficiencies are supplied.

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14.

White caps of the regulation pattern or white linen cap covers will be worn by officers and crew in hot weather, when so ordered by the Commanding Officer of the vessel or station. White caps.

15.

The senior officer present will direct whether blue or white trousers are to be worn, as also, when several vessels are together, the uniform of their crews for the day. White trousers, daily dress.

16.

With epaulettes the cocked hat and sword will always be worn, and the coat is to be fully buttoned. No gloves other than white are to be permitted with uniform. To be worn with epaulettes.

In official mourning officers are to wear black crape around the left arm, above the elbow, and crape on the sword-hilt. Mourning.

SECTION IX.—*Medals of honor.*

1.

An act of Congress, approved May 17, 1864, directs that seamen distinguishing themselves in battle, or by extraordinary heroism in the line of their profession, may be promoted to forward warrant-officers or acting master's mates, as they may be best qualified, upon the recommendation of their Commanding Officer, approved by the Flag Officer and the Department; and that, upon such promotion, they shall receive a gratuity of one hundred dollars and a "*Medal of Honor.*" Medals to seamen.

2.

In all cases of selections, as above authorized, Commanding Officers are to communicate the names of the individuals without delay, in order that the Department may take prompt action with regard to them; and if the selection involve promotion, as contemplated by the act of Congress just mentioned, those officers are to be particular in stating whether it should be to that of a forward warrant-officer, or to that of an acting master's mate, together with their reasons therefor. Commanding Officers to report.

CHAPTER V.

INSTRUCTIONS FOR OFFICERS, AFLOAT.

SECTION I.—*Commanders-in-Chief.*

1.

The title "Commander-in-Chief" applies only to an officer in command of a fleet or squadron, on independent service, appointed as such by the Navy Department. Commanders-in-Chief.

2.

The Commander-in-Chief of a fleet or squadron shall possess the rights, honors, and prerogatives which pertain to his rank, from the date on which his flag is hoisted to the date of its being finally hauled down. Honors and prerogatives of.

3.

When an officer is appointed Commander-in-Chief, he will nominate to the Department an officer, not below the grade of Captain, to serve as Chief-of-Staff, and such officers of lower grade as may be necessary, who, if allowed, will be borne as additional on the books of the flag-ship. Chief of staff. Other officers.

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4.

On assuming command.

On assuming command, he will make known in a general order the officers who are to compose the general and personal staff.

5.

Equipping the fleet.

Deficiencies.

If the fleet or squadron is to be equipped under his direction, he will use every exertion to forward the work, and should deficiencies or defects be discovered in any vessel assigned to his command which may render her unfit for the service to be performed, he will represent them to the Secretary of the Navy.

6.

Time for which supplied with provisions.

Before sailing for foreign service, and quarterly thereafter, he will notify the proper bureaus of the length of time for which the fleet or squadron is supplied with provisions and stores.

7.

Passengers in United States.

While in a port of the United States, he will not allow any passengers to be received on board the vessels under his command without the authority, in writing, of the Secretary of the Navy.

8.

Laws and regulations.

Special orders.

He is to satisfy himself that the laws and regulations of the Navy are maintained on board every vessel under his command, and also, that all the special orders of the Secretary of the Navy, through the different bureaus of the Navy Department, are strictly observed.

9.

Shifting flag.

Officer to command flag-ship.

He may shift his flag to any vessel under his command, reporting to the Secretary of the Navy his reasons for so doing, and he may designate the officer to command the vessel to which he shifts his flag, provided the change is to be permanent.

10.

Exercises in port and at sea.

Officers exercise signals.

Reports of general exercises.

He will see that the vessels under his command are frequently practiced in exercises in port and in performing maneuvers at sea; he will frequently exercise the officers in making night and day signals to insure accuracy, and he will cause quarterly reports of all general exercises to be made in accordance with the prescribed form, which, with his remarks, are to be forwarded to the Navy Department.

11.

Course to be steered.

He will direct the course to be steered by the fleet or squadron when at sea.

12.

Loading the batteries.

He will direct whether the batteries shall be loaded on proceeding to sea.

13.

Getting out of line.

He will investigate, particularly, the circumstances under which any vessels may get out of line or separates from his company.

14.

Sailing and steaming qualities.

He will make himself well acquainted with the sailing and steaming qualities of the vessels under his command, and inform himself of the quantity of coal each vessel can carry, the amount used in average and in full steaming during twenty-four hours.

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15.

When about to anchor in a roadstead, or off a coast, he will signalize to the vessels under his command the positions they are to take, how many anchors to let go, and how many fathoms of chain to veer. **Anchoring.**

16.

On arriving in a foreign port, he is, without delay, to put himself in communication with the Consular or Diplomatic Agent of the United States, paying the first visit in person, if the rank of the official is above that of Chargé d'Affaires. **Diplomatic visits in foreign ports.**

17.

He will inform himself, through the Minister or Consul of the United States, of the salutes and ceremonies usually observed, and he will pay all proper respect to the civil and naval authorities of the place, making them the first visit, if the usual offer of civilities has been extended. **Information in regard to salutes and ceremonies.**

18.

He will preserve, as far as possible, the most cordial relations with the Ministers and Consuls of the United States on foreign stations, and will extend to them every official courtesy. He will duly consider such information as they may give him relating to the interests of the United States, but he will not receive orders from them, and he will be responsible to the Secretary of the Navy, in the first place, for his acts. **Will preserve cordial relations with.**

19.

In the absence of a Consular or Diplomatic Functionary, he will send an officer of his staff to call upon the local authorities to ascertain the custom of the place as regards interchange of courtesies. **In absence of a Diplomatic Functionary.**

20.

When absent from his command in a foreign port for more than twenty-four hours, his flag will be kept flying on board the flag-ship, if her Captain or the Chief of Staff be next in rank to himself; otherwise it is to be hoisted, for the time being, on board the ship whose Commanding Officer is next in rank to himself. **When absent from his command twenty-four hours.**

21.

He will not inflict punishment upon the people of any civilized nation with whom the United States has treaties, for any violation, alleged or otherwise, of such treaties or of international law; but in the absence of a Diplomatic Representative, he will enter into correspondence with the authorities of the nation, and will take the earliest opportunity to communicate all the information in his possession to the Navy Department. **Punishment of people of any civilized nation.**

22.

He will do his utmost on all occasions to protect the commerce of the United States. **Protection of commerce of the United States.**

23.

He will cause to be prepared such regulations as he deems necessary for the preservation of the health and of good order on board the vessels under his command; forwarding copies of them to the Secretary of the Navy by the earliest opportunity. **Regulation for the fleet.**

24.

He will not retain officers or crews upon a foreign station longer than the limit of a cruise, if it can possibly be avoided. **Retaining officers and crews after limit of cruise.**

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25.

Economy of stores. No purchases unless. Bills of exchange.

He will require the strictest economy to be observed in the expenditure and consumption of stores of every description, and will not permit any purchases in a foreign country which are not indispensably necessary. He will make every effort to support the fleet or squadron on the supplies furnished by the Government, and he will require Commanding Officers to keep him informed in regard to the stores on hand. He will direct all vessels under his command, previous to leaving a port where Government stores are supplied, to fill up to their utmost capacity with Paymaster's stores, and that they be furnished with sufficient funds to prevent, if possible, the drawing of bills of exchange when separated from the flag-ship.

26.

Disposition of stores. Munitions of war.

He will not allow any stores to be disposed of, except by the recommendation of a Board of Survey, nor will he permit stores or munitions of war to be sent home, unless by his written order.

27.

Economy of fuel. Use of sails in steamers.

He will require the utmost economy in the consumption of fuel in steaming by the vessels under his command, and he will not permit any duty to be performed under steam which can be as well accomplished under sail.

28.

Chartered vessels.

If he finds it necessary to charter a vessel for any purpose, he will have a charter-party drawn up in triplicate, which shall contain all the agreements between the contracting parties, retaining one copy, giving one copy to the master of the chartered vessel, and forwarding the third to the Navy Department.

29.

Disabled officers and men sent home in chartered vessels or store-ships.

When sick or disabled officers or men are to be sent home in a store-ship or vessel chartered for the purpose, he will order a Board of Medical Officers to examine the vessel and report to him in writing whether everything necessary for the comfort of the invalids has been provided, stating deficiencies, if any; and he will not permit such vessel to sail until every possible provision for the comfort of the invalids has been made, and, if necessary, he will detail additional medical officers from the vessels under his command to accompany them. Unless for urgent reasons, the sick will only be sent in supply or other vessels of the Navy.

30.

Approval of requisitions.

All requisitions must receive his scrutiny before approval, and shall not be approved by him unless he may be fully satisfied of the necessity of the articles required. Should vessels of his command be supplied, when separated from him, on requisitions approved by the senior officer present, it will be the duty of such senior officer to forward to the Commander-in-Chief, without delay, a duplicate report of the purchase, one of which will be sent to the Navy Department; and if in the judgment of the Commander-in-Chief the purchase was not necessary, he will so inform the Department, and the purchase-money may, by order of the Department, be charged to the officer upon whose approval the purchase was made.

31.

In ports where there is no Purchasing Agent. Articles selected.

In ports where there is no Purchasing Agent of the United States, he will direct the Paymaster of the Fleet to make all the necessary purchases on the most advantageous terms, the articles being selected by the officer in charge of the department for which they are required, who will furnish to his Commanding Officer a certificate of the market-value of each article, by the quantity and in detail, ascertained by obtaining bids from several dealers. No purchase is to be made by other than a Pay-Officer, and no article is to be purchased which is not recognized in the allowance.

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32.

He may send to the United States any officer under his command who shall be guilty of acts not susceptible of trial by a court-martial, furnishing the Department with his reason for so doing.

Sending officers to the United States.

33.

When it is not practicable to try an officer or other person at the time an offense is committed, he will take every precaution to the end that justice may be satisfied, and that the offender be forthcoming at such time as a court-martial can be convened. And should there not be a sufficient number of senior officers on the station, he will make application to the Navy Department for the requisite number to constitute a court.

When it is not practicable to try an officer, &c.

34.

He will inspect the vessels under his command at least once in six months, and satisfy himself that they are in a state of efficiency to perform any service that may be required. When repairs are required to any vessel under his command, he will, if possible, have the work done by the mechanics of the fleet, without the employment of those from shore.

Inspection of ships.

Repairs to be made.

35.

He will cause the boats of his fleet or squadron, manned and armed, to be frequently assembled, inspected, and exercised in maneuvers in landing, embarking, and boarding vessels. In inspections, he will not delegate his authority, except in case of inability to attend, when he will direct the officer next in rank to himself to make the inspections, who, in making them, will be accompanied by the Chief of Staff, and such others of the staff as he may select, who will make accurate minutes of the proceedings.

Exercise and inspection of boats.

Delegating authority in inspections.

36.

He will have all hospitals and hospital-ships frequently inspected by the Surgeon of the fleet; will receive daily reports from the medical officers in charge, and will require that every attention be paid to the care and comfort of the sick.

Hospitals and hospital-ships.

37.

He will require every Commanding Officer to expend the amount of ammunition authorized for practice, unless the supply should run short or other reason prevent it, in which case he will report the circumstance to the Secretary of the Navy.

Expenditures of ammunition.

38.

When preparing a fleet or squadron for sea, in time of war, as the vessels join him, he will furnish each Commanding Officer with a copy of all general orders, dispositions, private signals, orders of battle, &c., so that they may have a complete understanding of what they will be called upon to do on going into action.

Copies of general orders and signals in time of war.

39.

If the Secretary of the Navy does not reserve the right of designation, he will select the vessels for the Flag Officers, divide the fleet into divisions and squadrons, and assign the officers to command them according to rank.

Designation of vessels.

40.

When the fleet or squadron he commands is lying in a harbor or roadstead in time of war, he will keep light-armed and fast steamers off the coast to report the approach of an enemy, and will take every precaution to prevent being attacked unawares.

Precautions against being attacked unawares.

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41.

Enemy off the coast.

When an enemy is off the coast, or when liable to be attacked, he will keep his vessels in readiness to move under steam at a moment's notice, having pilots, when necessary, on board, and allowing no one to leave, except by his special permission.

42.

Watchword. Guard-boats.

He will cause the watchword for the day and night to be delivered to the commanding officer of each vessel; the guard-boats to be stationed immediately after sunset, and every precaution taken against attempts to destroy the vessels by torpedoes.

43.

Concert of action with military.

If lying in the roads or harbors of the United States, he is to maintain a complete concert of action between himself and the military commander on shore, and in case of an attack on the latter, he will render him all assistance in his power.

44.

In presence of an enemy.

When in presence of an enemy, with the likelihood of an action, he is to order the guns cast loose, and one watch to be kept at quarters during the night.

45.

Understanding with Commanders and Chief-of-Staff.

He should have a perfect understanding with his second in command, his Chief-of-Staff, and the Captain of the Flag-Ship, when going into action, informing them of his plans, secret orders, and private signals.

46.

Plan of action before going into battle.

He will, if possible, before going into action, furnish each Commanding Officer with a plan of the battle, assigning to each the position that the ship under his command is to take. Divisional Commanders are not to alter this disposition unless it may become necessary, when signals cannot be seen.

47.

Disabled vessels in action.

If any of the vessels of his command become so disabled that they cannot keep up with the squadron and are in danger of falling into the hands of the enemy, he will have them taken in tow, if it be possible to save them; otherwise, he will have their crews removed and the vessels destroyed.

48.

Reports after an engagement.

After an engagement, he is to require the Commanding Officers of divisions and of vessels to forward to him their reports and those of their Executive Officers, and will himself make a report to the Secretary of the Navy of all particulars and of the conduct of his subordinates.

49.

Neutrality of the United States. Protection of lives and property.

During wars in which the United States are neutral, he will observe the strictest neutrality and require the same of every one under his command. He will comply strictly with the laws of blockade, when a harbor or port is blockaded by a nation with whom the United States is at peace, making every effort to protect the lives and property of citizens of the United States within the lines of the belligerents, and will so instruct the commanding officers of the vessels of his fleet or squadron.

50.

Observance of laws of neutrality when United States is at war.

When the United States is engaged in war, he will require all the laws of neutrality to be strictly observed by every one under his command.

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51.

He may afford convoy and protection to merchant-vessels of the United States, and also to merchantmen of nations which may be in alliance with the United States.

Convoy and protection to merchant-vessels.

52.

When troops are to be embarked on board the vessels of the fleet or squadron under his command, he will have prepared such regulations as may be necessary to preserve health and maintain discipline while they are on board.

Troops embarked on board vessels of fleet.

53.

He will require reports from Commanding Officers, addressed to the Department, of every important service performed by the ships under his command, accompanied by diagrams, in all cases in which they are applicable, showing every particular which may tend to give clear information concerning the event, and forward them by the first opportunity, retaining copies for future use or reference.

Reports and diagrams of important services.

54.

He will issue general orders regulating the extent of leave of absence which may be granted to officers and men to visit the shore when in squadron; and will allow no officer to be absent on leave from the vessel to which he belongs, when in squadron, for more than twenty-four hours without his written permission.

Regulations in regard to leave of absence.

55.

He will correspond regularly with the Secretary of the Navy, keeping him informed of his proceedings and of the state, condition, and probable wants of the vessels under his command, and of all other important information relative to the service on which he may be employed, or to any foreign naval force employed upon the station or in its vicinity; and he will forward monthly returns of the condition, distribution, and employment of the vessels of the squadron. He will keep the Department informed, in advance, of his movements, as also of those of the vessels under his command, and, as far as possible, the dates upon which they will be likely to be at certain points.

Correspondence with Secretary of the Navy.

Information in advance of movements.

56.

He is to examine and carefully compare all orders for general police, which may be prepared by commanders of vessels, and modify them to secure uniformity.

Examination of orders for general police.

57.

He is to forward to the Navy Department any suggestions for the improvement of public works in navy-yards, or in construction, equipment, or arrangement of vessels, or upon any subject connected with the Navy which he may deem important, accompanying the same with plans and estimates of their cost when practicable.

Suggestions for improvements.

58.

He will cause a quarterly inspection to be made by the Fleet Engineer of the machinery and boilers of all steam-vessels under his command, and require from him a report in duplicate, one copy of which will be forwarded to the Navy Department and the other be retained by himself. If this inspection of any vessel cannot be made, he will report the fact and the circumstances rendering it impossible.

Quarterly inspection by Fleet Engineer.

59.

He will not resign his command without the previous consent of the Secretary of the Navy, unless a medical survey certifies that the state of his health renders it absolutely necessary.

Resignation of command.

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60.

In case of death or permanent removal. Senior officer to exercise power and authority.

Should he die or leave his station permanently from any cause before being relieved by a successor, appointed by the Navy Department, the senior officer of the fleet or squadron succeeding him shall exercise the powers and authority of senior officer, but he shall discontinue to exercise such powers and authority immediately on the receipt of official information of the arrival within the limits of the station of the officer duly appointed as Commander-in-Chief, without waiting to meet with or to receive an order directly from such officer.

61.

On giving up command.

On giving up his command he is to turn over to his successor copies of all correspondence with the Navy Department or with foreign authorities, together with any other documents which may concern the station or naval force under his command, or which may be of interest to the service, and also a copy of all orders which he may have issued from time to time.

62.

Transmit to Secretary of the Navy list of correspondence.

He will transmit to the Secretary of the Navy a list of the numbers of his correspondence with the Department, and furnish duplicates of all such as have not been received.

63.

Not to leave station until regulations are complied with.

He is not to leave his station or command until he is satisfied that all the regulations of the Navy relating to the transfer of vessels, munitions of war, &c., are complied with.

64.

Investigation by courts of inquiry.

Commanding Officers of fleets or squadrons are directed to investigate immediately, by a court of inquiry, or a board of three officers, all accidents, occurrences, and transactions concerning which the Department should have full information, and to forward the same to the Secretary of the Navy in such a complete and concise form that action may be taken without referring the case back. Commanding Officers of vessels, acting singly, will order boards of not more than three officers in all such cases.

65.

Vessels to visit all places within limit of command.

So far as the public service will permit, Commanding Officers of fleets or squadrons will require their vessels to visit all the places within the limits of their command where American commerce extends, unless otherwise directed by the Secretary of the Navy.

66.

Lengthy anchorage and wintering of vessels.

Lengthy anchorage in ports where no public exigency requires the presence of a vessel is forbidden, as is also the wintering of the vessels of a squadron in any port. Commanders of fleets or squadrons and of vessels on special service abroad will cause the Secretary of the Navy to be furnished quarterly with a cruising report in the following form:

Vessel.	Rate.	Commanding officer.	Ports visited.	Days at sea.	Days in port.	Remarks.

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SECTION II.—*Flag Officers and Commodores not commanding in chief.*

1.

When a fleet is organized into squadrons and divisions, the Commanders of squadrons or divisions will be responsible to the Commander-in-Chief for the efficiency, discipline, and management of the vessels of their squadron or division. Commanders of squadrons, &c., responsible to.

2.

In preparing their commands for sea, they have authority to make out and sign requisitions on a Commandant of a navy-yard, station, or Chief of a Bureau, independently of the Commander-in-Chief. Requisitions.

3.

They will inspect the vessels under their command as often as once a quarter; and will make written reports to the Commander-in-Chief of their efficiency, discipline, and preparation for battle. Inspection.

4.

They will regulate by signals vessels belonging to their divisions, correcting any mistake committed by a vessel of any other squadron or division, if it is probable that the error cannot be seen by the Commander of that division or squadron. Regulate by signals.

5.

In presence of an enemy, general signals are only to be made by the Commander in-Chief, but they are to be repeated to squadrons or divisions by their Commanding Officers. Signals in presence of the enemy.

6.

If a Commander of a squadron or division should, during battle, perceive any vessel, commanded by an officer junior to himself, evidently avoiding battle, or not doing his duty, he shall make proper signals to him, or take such measures as the case may require, and give the earliest information of the proceeding to the Commander-in-Chief and to the Commander of the squadron or division to which the vessel belongs. Avoiding battle.

7.

If, during an action, the vessel of a Commander of a squadron or division should be entirely disabled and incapable of making signals, he must change his flag to an active vessel, but under no other circumstances can he do so without the authority of the Commander-in-Chief. Change of flag in action.

8.

If, during an engagement, the last order of battle prescribed should be broken, and the vessel of the Commander-in-Chief should be in danger and unable to make signals, every Commanding Officer of a squadron or division will use his discretion, and send all the help he can spare to relieve his superior officer. Order of battle broken.

9.

If the Commanding Officer of a squadron or division becomes separated from the Commander-in-Chief, he will take command of all vessels in his company, directing them to range in order under his flag, and make every effort to join the Commander-in-Chief. Separated from Commander-in-Chief.

10.

When an officer commanding a squadron or division is thus separated, he will call for a statement of the occurrence from the Commanding Officers of the vessels in his company, and submit them to the Commander-in-Chief upon rejoining. Statements on separation.

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11.

Commander of division killed in battle.

If a Commanding Officer of a squadron or division should be killed in action, his distinguishing flag will be kept flying on board his vessel until the enemy is out of sight.

12.

Reports after battle.

After battle, Commanders of squadrons and of divisions will forward to the Commander-in-Chief the reports required from officers commanding vessels, accompanied by full remarks of their own.

13.

Detached service.

An officer sent on detached service in command of a portion of a fleet, will take, while he is separated from the Commander-in-Chief, the title of Commander of Detached Division.

SECTION III.—*Chief of Staff and Officers of the Personal Staff.*

1.

Chief of Staff.

The Chief of Staff will assist the Commander-in-Chief or Flag Officer in the various details and arrangements for the management of the fleet or squadron, and to this end he will be embarked on board the same vessel with the Commander-in-Chief or Flag Officer, and be subject only to his orders.

2.

Correspondence and journal.

He will preserve the correspondence and keep a journal, full in all the details, of the operations of the fleet or squadron.

3.

Orders and signals.

Tactical signal-book.

He will keep a register of all orders issued by the Commander-in-Chief, or by his authority, and of all signals that may be made in the fleet, noting the day and hour when the former were received or transmitted, and when the latter were made. (See Forms, Appendix.) In all maneuvers in boats for fleet-exercise, the tactical signal-book only will be used, and any supposed defect in that or in the other signal-book, or any supposed advantageous change, will be noted and sent to the Bureau of Navigation.

4.

Neglect of duty.

He will immediately report to the Commander-in-Chief any neglect or disobedience of orders, and whatever orders he may give to officers junior to himself he will report without delay.

5.

Orders of the day.

He will make out all orders of the day, such as detailing lookout vessels, guard-ships, inspections, exercises, or other duties assigned to him by the Commander-in-Chief; he will receive the pass-word daily, and issue it to the vessels of the fleet.

6.

General staff.

He will have under his direct orders all the officers composing the general staff, whose duties he will regulate according to the orders of the Commander-in-Chief, and his supervision will also extend over all officers composing the staffs of squadron or division Commanders.

7.

Signal-Corps.

He will have control of the Signal-Corps of the fleet, and will see that the signal-books are properly cared for and correctly kept, and that all vessels of the fleet or squadron are prepared with a uniform system of signals for night and day.

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8.

He will keep a register of the names of all officers of the fleet or squadron, and of the general staff, and be prepared to inform the Commander-in-Chief in relation to the *personnel* of the fleet. Names of officers.

9.

He will always be ready to give the Commander-in-Chief a statement of the stores, provisions, and munitions of war on board of the vessels of the fleet, and the amounts on hand in the store-ships. Stores, &c.

10.

He will be present and act as recorder, keeping minutes of the proceedings, when the Commander-in-Chief convenes the Commanding Officers of divisions for the discussion of projects relating to the operations of the fleet. As recorder.

11.

In time of battle, his station is at the side of the Commander-in-Chief, whom he is to assist, having immediate superintendence of all signals made, keeping a register of them; and he will be responsible that the minutes of the action are correctly kept. Station in time of battle.

12.

On the death of a Commander-in-Chief, or of a Commanding Officer of a squadron or division, the officers composing the staff of either will cease to exercise their duties, unless confirmed by the new Commander-in-Chief, squadron, or division commanders. Death of Commander-in-Chief.

13.

Chiefs-of-Staff of divisions or squadrons have duties similar to those of the Chief-of-Staff to Commanders-in-Chief. Chief-of-Staff of divisions.

14.

In order to expedite the administrative duties of a fleet or squadron, the following reports, returns, &c., will be transmitted by Commanding Officers to the Commander-in-Chief through the Chief-of-Staff, who, after examining and indorsing them with such remarks as may appear to him expedient, will place them before him for his information, action, and decision: Reports and returns.

Reports of state and condition of ships; reports of defects; applications for refitting or repairs; requisitions for money, stores, or provisions; all periodical returns; applications for leave, transfer, or discharge; applications for surveys; and, in general, all reports connected with the equipment and efficiency of the vessels.

15.

A Chief-of-Staff will not be usually assigned to officers commanding stations. The officer commanding the flag-ship will perform the duties of Chief-of-Staff in addition to his ordinary duties. If no Chief-of-Staff.

16.

All officers attached to the personal staff of the Commander-in-Chief are under the immediate direction of the Chief-of-Staff; they will act as aids to he Commander-in-Chief at such times as he may require, and he can assign o them the duty of secretaries. Personal staff.

SECTION IV.—*Officers commanding vessels.*

1.

When an officer is appointed to the command of a vessel, he will, if she be at a navy-yard and ready to be transferred to him, make, in company with the Commanding Officer of the yard, or some other proper officer or When appointed to the command of a vessel.

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officers appointed by such Commanding Officer for the purpose, a thorough personal examination of her, and inform himself as to all her arrangements and preparations of equipment; after which the transfer is to be formally made in the presence of as many of her officers and crew as can be assembled, before whom his appointment is to be read; and the vessel is to be placed in commission by hoisting her ensign and pennant. If the vessel is already in commission, he is, nevertheless, to examine her and inform himself as stated above, and to read to her officers and crew his appointment.

2.

Will exercise no control over repairs until transferred.

He will exercise no authority or control over the repairs and equipment of the vessel before she is transferred to his command, nor over the officers or mechanics of the navy-yard unless by the permission or direction of the Commandant of the navy-yard.

3.

Will inform himself of condition of vessel.

He will inform himself fully as to the condition of the vessel, her engines and boilers, as also regarding the qualifications of the officers placed under his command.

4.

Statement of condition, &c., furnished.

He will be furnished by the Commandant of the navy-yard, or by the previous commanding officer of the vessel, if the vessel is already in commission, with a statement of her condition and of her presumed or ascertained qualities, as also with drawings and plans showing the dimensions of the vessel, the arrangement and stowage of the holds, store-rooms, magazines, shell-rooms, shot-lockers, &c.

5.

After taking command to complete arrangements.

After taking command he will use every exertion to complete the arrangements that may be necessary for her efficient employment at sea, and he will report weekly to the Commandant of the yard her condition and any deficiency in officers or men.

6.

Report date of going into commission.

He will report the date on which the vessel is put into commission to the Bureau of Navigation, and transmit, at the same time, a correct list of all the officers then present for duty.

7.

Responsible for discipline.

After assuming command he will be responsible for the discipline and government of the officers and others belonging to the vessel.

8.

General orders issued through.

He will issue his general orders through his Executive Officer.

9.

If supplied with indifferent men.

If, when a crew is sent on board of a vessel, her commanding officer has reason to think that he has been supplied with an inferior set of men, he will make a report to the Commandant of the navy-yard, and request a survey upon them.

10.

General muster to verify descriptive lists, &c.

After the vessel is commissioned, he will have a general muster of the officers and crew for the purpose of verifying the descriptive lists and ascertaining if every man is correctly registered. The Executive Officer, Surgeon, and Paymaster will be present at such muster, and any discrepancy in the descriptive lists or error in the transfer rolls must be then corrected and a certificate of such correction, approved by the Commanding Officer, be transmitted by him to the Navy Department, to the rendezvous where the man was shipped, and to the receiving-ship from which he was transferred.

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11.

He will not exceed the number of men allowed in any rating unless it be to make up a deficiency in some superior rating, or by the express authority of the Secretary of the Navy, or of the Commander-in-Chief of a squadron, when on foreign service. Not to exceed ratings.

12.

Should he deem it necessary to issue other orders for the general police of the vessel than those contained in the laws and regulations of the Navy, he will prepare such and submit them for approval, to the Department, or to the Commander-in-Chief, if serving in a squadron. Police regulations.

13.

He will not sail from a port in the United States until the men are watched, quartered, and stationed; and before proceeding to sea, he is, if possible, to exercise the men at the different evolutions, and practice them at target-firing. Crew stationed and exercised before sailing.

14.

He will cause the quarter, watch, fire, and other station bills to be hung in some conspicuous place where all may have access to them. Watch and station bills.

15.

In all matters connected with preparation for battle and the exercise of the crew at quarters, he will follow such instructions as have been or may be issued by the Bureau of Ordnance, and approved by the Secretary of the Navy. Will observe Ordnance instructions.

16.

He will superintend personally all important evolutions performed by the vessel under his command. Will superintend evolutions.

17.

He will have morning and evening quarters when the condition, readiness, and security of the battery will be examined and the dress and personal appearance of the crew inspected. Quarters for inspection.

18.

On board of all vessels of the Navy, on all occasions of general muster, inspections, quarters, reviews, and like occasions and ceremonies, the officer at the time in actual command of the vessel shall himself be present, and he shall receive in person, as Commanding Officer, the reports customary on such occasions; in accordance with paragraph III, page 4, such reports will be made without any designated formation or parade, the officers of divisions, &c., reporting singly as soon as their inspection is made, or their divisions ready for service. Will in person receive reports.

19.

He will require one division to be exercised daily, weather and other duties permitting, and the whole crew at general quarters once a week, or oftener if practicable, until they are thoroughly drilled. Great-gun exercise.

20.

He will designate the number of rockets and quantity of powder to be kept out of the magazine for signal purposes. Rockets, &c., kept at hand.

21.

He will before leaving port, or as soon thereafter as practicable, send to the Bureau of Navigation a report containing the compass corrections, due to local attraction, which have been ascertained by swinging the vessel, Report of local deviation of compasses.

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and thereafter similar reports will be forwarded whenever tables of local deviation are made out.

22.

Spare spars, &c., not to be landed.

Before sailing from the United States he will have all the spare articles on board, including those belonging to the engines, examined, and satisfy himself that they are suitable in every respect. He is not to permit any spare spars or articles to be landed at any port where he may touch without the written authority of the Commander-in-Chief.

23.

Examine boats.

If the boats are stowed, he will have them all hoisted into the water to see if they leak, and he will have the boat-howitzers mounted to see that they are properly fitted.

24.

Boilers filled with fresh water.

When practicable, he will, before going to sea, have the boilers filled with fresh water.

25.

Serving provisions to crew.

He will require a Midshipman or Warrant-Officer, and one or more Petty Officers, to be present whenever provisions are served to the crew.

26.

Report before sailing of outfits.

Before sailing he will require the head of every department to report to him in writing whether the department under his charge has been supplied with everything necessary, in accordance with the prescribed allowance, and he will make a written report to the Navy Department stating the exact condition of the vessel and if the outfit is in accordance with regulation.

27.

Allotments.

He will impress upon the men under his command the importance of providing, by allotment tickets, for their families during their absence, and he will see that the tickets of those who avail themselves of the privilege are duly forwarded.

28.

Trial of vessel, under sail and steam.

He will make careful and repeated trials of the vessel, under sail and under steam, with every variety of wind and weather, and will inform himself thoroughly as to her capabilities for every service, and of the length of time that she would be able to keep the sea under steam. He will make a quarterly report of her sailing qualities to the Navy Department in accordance with the prescribed form.

29.

Not more than two-thirds boiler-power to be used.

He will never use more than two-thirds boiler-power, unless in an emergency, which must be fully entered and explained upon the log, and a special report of it made to the Secretary of the Navy.

30.

To account for every expenditure of fuel.

He must be prepared to justify every expenditure of fuel for steaming purposes. His judgment will necessarily be based upon a consideration of the urgency and nature of the service, of the wind and weather, and upon the difficulties of navigation and the qualities of the vessel; but he is to take care that steam is not used at all when the service can be performed without it; that sail is never dispensed with when it can be employed to advantage to assist the steam, and that full steam-power is never employed unless in chase or absolutely necessary; the cause of which must be reported to the Department in writing. The Department will carefully scrutinize these expenditures, and, from the judgment displayed in them by the Commanding Officer, draw its inferences as to his ability in command.

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31.

He is to inform himself of the average daily consumption of coals and the most economical and efficient manner of using the engines. Economy in steaming.

32.

To prevent accidents by spontaneous combustion, he is to direct that the coals are not taken on board wet; that when on board they are kept as dry as possible; and that when coals are filled up, those remaining be, as far as practicable, so stowed as to be used first. Spontaneous combustion.

33.

He is to take every precaution against fire. He will not allow lights to be used on the orlops, in the holds or store-rooms, except in lanterns; nor will he permit lights to be kept in officers' state-rooms unless the officer is present. Friction-matches are not to be permitted on board any vessel, and no substance or liquid susceptible of easy or spontaneous ignition is to be on board in the possession of any one. He is never to allow an inflammable liquid to be drawn off from the package or cask except on the spar or gun deck by daylight. He will have the force-pumps, hose, and all other means for extinguishing fires kept constantly in order and ready for immediate use. Precautions against fire.

He will cause special care to be taken of the steam-pumps, and will always have them tried at fire-quarters when under steam. These pumps are intended to supply the boilers and distillers, and for the extinction of fires, and will not, as a rule, be used for other purposes.

34.

He will not allow on board explosive oils nor inflammable liquids, other than such as pertain to medical stores; turpentine will be kept in safe tanks, securely stowed on the spar-deck, and none of it is ever to be taken below. Explosive oils, &c., not permitted.

35.

He will not permit smoking in the wardroom, steerage, cockpit, or on any part of the berth-deck, and will himself designate the places where smoking will be permitted. Under no circumstances is smoking to be allowed on the quarter-deck or in the boats of any vessel, unless on detached service. Smoking.

36.

The magazines are never to be opened without the knowledge and consent of the Commanding Officer, who will cause all lights and fires to be extinguished whenever it is necessary to receive or discharge powder. When handling or passing powder every precaution is to be taken. Magazines.

37.

He will not permit the Executive Officer and the officer next in rank to be out of the ship at the same time except on duty. Executive and next in rank not to be absent.

38.

He will require the officers who are not for the time off duty to remain on board, and that none other than the regular watch-officers are given charge of a watch, except in case of emergency. At sea, during daylight, he may, for instruction, permit the junior officers to take the deck, under charge of the Officer of the Watch or of the Executive Officer, who will be responsible, the log being signed by the Officer of the Watch. Watches to be kept by the regular watch-officers.

39.

When there are two Medical Officers under his command, he will not permit both to be absent from the vessel at the same time; except on duty. One Medical Officer to be on board.

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40.

Officers' watches. He will not permit the officers' watches to be extended to more than four, unless a greater number of watch-officers should be ordered for duty to the vessel.

41.

Port-watch. When a ship is in port for several days, he will require the officers to keep port-watch.

42.

Care of crew. He will pay the greatest attention to the health of the crew and the cleanliness of the vessel, frequently inspecting her throughout; he will see that the officers are considerate as regards the health of the men, and that they are not unnecessarily exposed to the sun or to the night-dews, and he will see that all regulations regarding the meal-hours are observed.

43.

Passengers. He will not permit passengers on board without the written permission of the Secretary of the Navy when within the United States, or without the written permission of the Commander-in-Chief when abroad, excepting, when separated from the Commander-in Chief, in such special cases as in his judgment may expedite or be beneficial to the public service; a report of which will be made to the Commander-in-Chief.

44.

Late general orders. He will procure, through the Commander-in-Chief, from the Navy Department, copies of all lately-issued circulars and general orders that do not appear in the Book of Regulations.

45.

Bill of health. He will require the Surgeon of the ship to procure a bill of health, when requisite, before proceeding to sea.

46.

Muster before discharging pilot. For the purpose of ascertaining that no unauthorized persons are on board he will have a muster of the crew before discharging the pilot, and should any be found will send them back by the pilot-boat.

47.

Lookout. Always when under way, and when necessary while at anchor, he will have a lookout stationed aloft during the day; and during the night, one at each cat-head, one in each gangway, and one on each quarter, and will see that the lights to prevent collisions at sea are kept in order and burning during the night, unless it is expedient to conceal them.

48.

Notice of danger. If, while sailing in squadron, he finds that the course directed is leading the vessel he commands or any other into danger, he will give notice to the Commander-in-Chief and to the vessel endangered.

49.

In squadron not to make signals. He will not make a signal to any vessel, when in squadron, without the permission of the Commander-in-Chief, except to repeat one made by the latter to a vessel that may not see it, nor will he make a signal of recognition to a strange vessel without permission.

50.

Movements not made without orders. He will not perform any independent movement without orders from the Commander-in-Chief.

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51.

He will report immediately to the Commander-in-Chief, by signal or otherwise, the appearance of any strange sail or danger. Approach of strange sails.

52.

On approaching a foreign man-of-war, or being approached by one under suspicious circumstances, he will have the crew at quarters, ready for battle, and preserve this disposition until he ascertains her intentions. Approaching a suspicious vessel.

53.

If he entertains any doubts as to the continuation of peace between the United States and any other country, he will guard against all chances of surprise. Should doubts as to peace be entertained.

54.

Commanders of public vessels of war are not to suffer their vessels to be searched by any foreign power under any pretext, nor any officers or men to be taken out, so long as they have power of resistance. If force be used, resistance must be continued as long as possible. If overcome, they are to yield their vessel, but not their men without the vessel. Search never permitted.

55.

He will be held responsible for the safety of the vessel under his command; he may take a pilot on pilot ground, and where a pilot is necessary, but he is not to give up the command of the vessel nor allow a pilot to run her into what he may consider a position of danger. Responsibility for safety of vessel.

56.

He will keep an order-book, in which will be entered all orders given to the Officer of the Deck for his government during the night. Order-book.

57.

The Commanding Officers of vessels falling in with each other are, whenever practicable, to compare signal-books, general orders, and circulars, in order to possess themselves of any changes or alterations that have been made, and of information to the latest date. They will suggest to the Bureau of Navigation any necessary signal or word not to be found in the signal-books. Compare signal-books.

58.

When any officer in command meets with his senior also in command, he will visit him in person, show his orders or instructions, and consider himself under his command for the time being. If he has confidential orders, he is to inform his senior of the fact, and he must not be delayed in their execution. Meeting a senior in command.

59.

When a Commanding Officer sent on detached duty arrives within the limits of a station, he will always communicate in person or by letter with the Commanding Officer of that station, unless such should cause a delay prejudicial to the service he is to perform. On coming within the limits of a station.

60.

On entering a port where there is a senior officer, or on meeting a vessel of the United States at sea, he will, as soon as he can make the vessel out, have the distinguishing number or pennant hoisted. Hoisting number.

61.

On entering a port where there is a senior officer he must make signal for permission to anchor, and will not communicate with the shore nor extinguish fires until he has his authority to do so. Permission to anchor.

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62.

Report time under sail and under steam.

On joining his Commanding Officer after separation, or when he arrives where there is a senior officer in command, he will report the number of hours the vessel has been under steam and under sail, and the circumstances which rendered the use of steam necessary.

63.

Will present requisitions for deficiencies.

Immediately on arriving in a port he is to submit to the Commander-in-Chief or the senior officer present any necessary requisitions, in triplicate, for deficiencies on board the vessel under his command, but he is to be particularly careful that every article embraced is absolutely needed and that the quantity mentioned is not in excess.

64.

Not to land stores without orders.

On arriving in a port or at a navy-yard or station to be refitted or repaired, he is not to permit the stores belonging to any department to be landed without authority. In the United States this authority is not to be granted without the sanction of the Navy Department.

65.

Observance of regulations of foreign ports.

He will not permit any irregularities on the part of his officers or crew while in a foreign port, and will observe, and cause all under his command to observe, the sanitary and other laws and regulations of the port.

66

Employment of natives.

In unhealthy localities, when it can properly be done, he may engage natives to attend the vessel, and to carry provisions and water, in order to preserve the health of the crew.

67.

Hours for boats.

On entering a port, he will regulate the hours when the boats leave the vessel for the shore, and also the hours at which the officers are to return on board.

68.

Number permitted to be absent from vessel at any time.

He will not permit, except on duty, more than one-half of the officers and crew to be out of the vessel on any occasion.

69.

Instruct the crew.

He will cause the ordinary seamen, landsmen, and boys to be instructed in steering, heaving the lead, knotting and splicing, in the use of the palm and needle, in boats, and generally in the duties of a seaman. and he will direct some competent person to instruct the boys, and others desiring it, in reading, writing, &c.

70.

Medical aid to persons not of the Navy.

Medical Officers of the Navy may render professional aid to persons who are not attached to the naval service when medical assistance is regarded as necessary, and where humanity or national courtesy demands it.

71.

Care of bilges.

Man-hole plates.

He is to see that there is a free passage to the bilges; that they are kept free of water; the pump-wells frequently swabbed out, and disinfectants and whitewash used wherever practicable. In steam-vessels, every possible means must be taken to obtain a free circulation of air, and all offensive matter must be removed from the limbers. The man-hole plates are to be kept off during the day whenever the weather will permit.

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72.

He will cause the bedding of the crew to be aired and cleaned once a fortnight, when the weather permits. Airing bedding.

73.

He will pay attention to the clothing of the men, obliging them to dress in such a manner as, in his opinion, with the advice of the medical officers, will be most conducive to health. Clothing of the crew.

74.

He will establish the hours of messing on board the vessel under his command in accordance with the customs of the service, and in such manner that the meal-hours do not interfere in any way with the duties of the vessel. Hours for messing.

75.

He will not permit boats to be absent from the vessel at meal-hours, unless from imperative necessity of the public service; nor are boats to be absent from or leave the vessel after sunset, without his special permission. Boats not to be absent at meal-hours or after sunset, except.

76.

Unless from necessity, the officers and men are not to be placed on a daily allowance of water of less than one gallon. Allowance of water.

77.

When in port, he may cause fresh meat and vegetables to be issued to the crew, not exceeding four days in the week, unless the Surgeon recommends a more frequent issue as necessary for their health. Fresh provisions.

78.

He will cause accurate accounts to be kept of all the expenses for repairs incurred for the vessel, and make quarterly returns to the commander of the division, squadron, or fleet, embracing a complete abstract of the expenditure of stores in all departments, which the latter will investigate and forward to the Bureaus with his remarks thereon. Accounts of repairs.

79.

He will examine all the returns of expenditures, all requisitions for supplies, and all accounts rendered against the vessel, and, on being satisfied of their correctness, will approve them; but in making and approving requisitions, it must be distinctly understood that all articles of stores supplied in accordance with the allowance are expected to last for the time for which the vessel was supplied, and that the diminution from use of stores is not to be filled unless in case of necessity, when the officer approving the requisition will be required to explain such necessity, as also the expenditure which has led to such stores falling short of the term for which they were supplied. Examine expenditures, &c.

80.

He will use the utmost economy and care in all relating to the expenses of the vessel or to the public service, and will require from all under his command a rigid compliance with the regulations for the receipt, conversion, and expenditure of stores. Economy in expenditure.

81.

He may, at his discretion, require the line-officers under his command to make observations and calculations for determining the latitude, longitude, and the variation of the compass, reporting the results to him; and he will encourage the officers under his command to improve themselves in every branch of nautical science. Observations by officers.

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82.

Register of punishments.

He will have kept a register of all punishments inflicted on the crew, and will transmit it quarterly to the Department.

83.

Investigation of offenses, and in person attend to complaints, &c., of crews.

He will, in person, investigate all offenses and award all punishments.

When one or more of the ship's company come to the mast with a request to see the Captain, the Officer of the Deck will receive the request and communicate it directly to the Captain, at the same time informing the Executive Officer.

Commanding Officers are not to neglect such appeals, without sufficient cause to justify them for so doing, and will require the presence of their Executive Officer on such occasions.

84.

If unable to attend at investigations.

Should he be unable to attend at the investigation of an offense, the reasons will be noted in the log over the signature of the Executive Officer.

85.

Punishments reported quarterly.

He will report quarterly to the Commander-in-Chief, or, if acting singly, to the Department, all punishments inflicted upon officers, and the reasons therefor.

86.

Examination of cables, &c.

Every three months, or oftener if necessary, he will have the chain-cables, hawsers, and spare sails examined, and he will have the condition of all stores on board very frequently looked to, and such measures taken as will protect them from injury.

87.

Condemned provisions.

He will not allow any condemned provisions to remain on board, nor will he place the crew on short allowance except in case of absolute necessity.

88.

Extra provisions to passengers.

He may issue extra rations to passengers, but to secure the Pay Officer he must give the order in writing.

89.

Effects of any one dying on board.

He will direct that seals be placed on the effects of officers or passengers who may die on board, but if from any cause such effects are deteriorating, he may order a sale of those which are perishable, having a proper account kept of such sale.

90.

Steam-log.

He will examine the steam-log daily, approving it monthly if satisfied of its correctness. He will transmit quarterly a fair copy of the steam-log for the preceding quarter, as also for the period which has not been previously forwarded, whenever a vessel is placed in ordinary.

91.

Engineer's watch and station bills.

He will cause the senior Engineer to submit to him, for approval, his watch, fire, quarter, and cleaning bills, showing the specific duties of each member of the force under his charge.

92.

Engineer's watches.

He will cause the Engineer's force to be arranged in watches, and, when on watch, the men are to be under the immediate direction of the officer or petty officer in charge of the watch, and are not to be ordered to perform

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other duties than those connected with the engines, boilers, and their dependencies, except in case of necessity, and then the Engineer on duty is to be informed, that he may adopt all necessary precautions.

93.

He will require the Engineers on duty to conform to the orders of the Officer of the Deck; but they are not, except in case of necessity, to be ordered to perform other duties than those immediately connected with the preservation, repair, management, or supplying of the engines and their dependencies.

Engineers on watch to conform to orders of Officer of the Deck.

94.

When two or more Engineer officers are attached to the vessel, he will make such regulations with regard to leave on shore that the ship will never be left, other than upon a call of duty, without the services of one of them. He will cause a sufficiently strong watch to be kept, under competent charge, whenever the fires are lighted, and will take care that the engine-room is never left without a suitable watch, in charge of a petty officer, even though the ship may be at anchor and the fires hauled. When two Engineer officers only are attached to the vessel, he will require one of them to be on duty and ready for a call at all times when the engines are running.

Engineer's absence from vessel.

95.

He will order steam to be raised for the purpose of dispelling dampness and unwholesome air, or for drying the vessel, whenever, in his opinion, it is necessary. He will cause the engines to be turned over once a month.

Steam for dispelling dampness, &c.

96.

When in command of an iron vessel, he will have the bottom examined on every opportunity, be careful that the plates are cleaned and coated with preserving composition as often as necessary, that no injury be done by corrosion, and that no copper articles rest on the bottom in contact with the iron.

Care of iron vessels.

97.

He will see that all repairs to the hull, machinery, and outfits of the vessel which he commands are, as far as possible, done by the mechanics on board.

Repairs to be made by vessel's mechanics.

98.

Commanding Officers will transmit directly to the Commander-in-Chief all reports concerning the operations of their commands, the execution of their orders, or of the discipline on board the vessels that they command.

Reports direct to Commander-in-Chief.

99.

He will report to the Department, immediately upon its occurrence, every instance of the vessel under his command touching the ground or sustaining any injury to the hull or spars, with all the circumstances attending the accident, and his opinion as to the probable injury sustained; at the termination of the cruise he will send duplicates of all such reports, and in all cases of collision, resulting seriously, he will report the facts to the Commander-in-Chief, or, if acting singly, to the Secretary of the Navy.

Reports vessel grounding, &c.

100.

In the event of collision between a vessel of the Navy and a merchant-vessel, so serious or under such circumstances as not to admit of immediate repair with the resources at hand, and therefore likely to involve damages, the commander of the naval vessels will at once order, if possible, a board of three officers, (one of whom, when practicable, to be a carpenter,) to ascertain all the attending circumstances, injuries received, and probable amount of damages, and report to him in triplicate accordingly, one copy to be forwarded without delay to the Navy Department, one to the master of the mer-

In event of collision.

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chant-vessel, and the remaining one to be retained for reference. When repairs have been effected on the spot, a certificate of the fact is to be taken from the master of the merchant-vessel, and forwarded to the Navy Department.

101.

Acting singly.

When acting singly, he will be governed by the regulations for the Commander-in-Chief, so far as they may be applicable to his case.

102.

If separated from fleet.

Should a vessel be separated from the fleet or squadron to which she belongs, the Commanding Officer must show that such separation was not caused by any neglect, and that he had complied strictly with all the instructions given for his government in case of such separation; and should he find it necessary to go into a port not designated or permitted by his instructions, he will make no unnecessary stay, and will report the cause of the necessity and of any delay that may occur.

103.

Interferences by passengers.

A Commanding Officer will not permit any passenger to interfere in matters relating to the vessel, other than as heretofore specified in event of a Flag-Officer being a passenger.

104.

Distressed seamen.

Commanders of vessels on foreign stations may receive on board distressed sailors of the United States without reference to the established complement. If, on the usual examination, they are found fit for the service, they may be enlisted for such period as may be expedient, not exceeding three years; but if not so found, or if unwilling to enlist, they may be entered as supernumeraries, for passage and rations, provided they bind themselves to be amenable, in all respects, to the laws and regulations for the government of the Navy. Such persons, however, are not to be so received, enlisted, or entered without the authority of the senior officer present, and Commanding Officers are to keep the Commander-in-Chief fully informed of all transactions with regard to them.

105.

Prisoners must be sent with witnesses.

He will not receive merchant-seamen on board on a foreign station, as prisoners, under charges preferred against them, unless the witnesses necessary to substantiate such charges accompany them, or some equally certain means are adopted to insure their appearance on the arrival of the prisoners at the place where they will be handed over to the civil authorities.

106.

Commanding officers as consuls.

In a port where there is not a consul of the United States, and on the high seas, commanders of fleets, squadrons, and of single vessels are authorized and empowered by law to exercise the powers of consuls, in regard to mariners of the United States.

107.

Commanding officers responsible, should they act on the request of any one.

Commanders of vessels violating or departing from their orders or instructions, at the request of any person, will do so on their own responsibility.

108.

In case of death, desertion, &c.

In case of the death, desertion, or capture by an enemy, of any person belonging to the Navy, it shall be the duty of the Commander of the vessel, upon the books on which the name of such person may be borne, to cause his effects to be collected and delivered to the Pay Officer for safe-keeping, together with an inventory of the same, to be signed by two messmates, if they belonged to an officer, or, if to any other person, by the officer of his division.

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He will also, in addition to the usual official report of the death of any person on board the vessel under his command, cause information of the same to be forwarded to the nearest relative or friend of the deceased, if the address of such relative or friend can be obtained.

109.

All orders received by a Commanding Officer applicable to others under his command or authority are to be promptly communicated. Commanding Officers to communicate orders.

110.

He will make to the Department, through the Commander-in-Chief, a full report of any action, chase, or important movement in which the vessel he commands may be engaged, and will also furnish diagrams illustrating the positions and movements of the vessels, the direction of the wind, the bearing, distance, and outline of land, should any be in sight, and all information which may tend to a clear understanding of the occurrence. He will be careful to mention all such of the crew as may distinguish themselves, as defined by the act of December 21, 1861, and will, after an action, require from the Executive Officer, and officers commanding divisions, reports of the general conduct of those under their observation. Report of an action, &c.

111.

He will keep a journal, noting in it all desirable information in regard to the naval forces or armament of foreign powers, with such information regarding commerce, hydrography, &c., as may be useful to the Government, and he will communicate immediately to the Bureau of Navigation all hydrographic information which may affect the charts or sailing directions. At the expiration of the cruise the journal will be forwarded to the Bureau of Navigation. He will direct the officers under his command, when visiting foreign ports, to obtain and report to him in writing such information as he may designate, and will himself report to the Navy Department the capacity, power, and speed of the foreign vessels of war he meets with. Journal and reports of information.

112.

He will afford all assistance in his power to vessels of foreign nations with whom we are at peace. Assistance to foreign vessels.

113.

If, being in need of assistance, he meet with a refusal on the part of any foreign authority, he will report the circumstance to the Secretary of the Navy. If refused assistance.

114.

He will see that the sailing directions, charts, and light-lists are carefully compared with those of all public vessels that he may meet having later information; will have those of the vessel under his command corrected, and tracings or copies made of any new charts or hydrographic information. He will keep a file of all the hydrographic notices, notices to mariners, and hydrographic information that he receives. Sailing directions, &c., to be kept corrected.

115.

He will cause careful surveys to be made, and charts constructed, of any shoals, dangers, or harbors not correctly located, or which may require examination; and, when completed, he will forward them, with all the original data and computations, to the Bureau of Navigation. Surveys of shoals, &c.

116.

When passing in the vicinity of doubtful dangers, or where there is an indication of shoal water or danger not on the charts, he will make, unless there be special reasons to the contrary, such search as the weather and other Doubtful dangers.

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circumstances permit, and will forward the results to the Bureau of Navigation, with a track-chart of the traverses made, soundings taken, &c., and in general fulfill the conditions indicated by the Hydrographer for making such examinations. In the event of no search being made, he will inform the Department, in a special report, of his reasons for the omission.

117.

When a Commanding Officer is transferred.

Whenever a Commanding Officer is removed from one vessel to another, he may take with him his clerk, cockswain, one officer's steward, one officer's cook, and one person of inferior rating. He will deliver to the officer appointed to succeed him in command all signal-books, and the originals or attested copies of all unexecuted orders which he may have received, for which he must take receipts in duplicate, sending one copy through the proper channel to the Navy Department. He will leave with his successor in command a complete descriptive muster-roll and expense-book, duly audited and signed by him to the time of his resigning his command. He shall leave with his successor a report of the qualities of the vessel, according to such forms as are prescribed, together with every other information which he may deem serviceable to her Commanding Officer, and he will forward a similar report to the Navy Department whenever he is removed from or resigns the command; he will also furnish his successor with a list of the names of such of the crew who enlisted for three years as may be deemed worthy of an honorable discharge.

118.

Inspection before transfer.

He will, before a transfer is effected, make a thorough inspection of the ship in company with his successor, and cause the crew to be exercised in his presence. He will point out any defects, and account for them, and will explain fully any peculiarities of construction or arrangement of the vessel. A statement, in triplicate, of the inspection, is to be drawn up, and, if satisfactory, signed by the officer succeeding him. If not satisfactory, he will state in what particular it is not so, and the officer relieved will make such explanations as he may deem necessary, each over his own signature. One copy of this statement is to be forwarded to the Secretary of the Navy, and one will be retained by each of the Commanding Officers.

119.

Suggest any alterations, &c.

He will, in forwarding his report of the qualities of the vessel, and at other times, if he deems it important, suggest any alterations which, in his opinion, would render the vessel more efficient, or improve her qualities, together with the probable expense attending such change.

120.

Examination by a custom-house officer.

He will facilitate any examination which it may be the duty of a custom-house officer of the United States to make on board the vessel under his command.

121.

Acting singly, can only send persons to the United States.

If acting independently, he can only send persons under his command to the United States under the following circumstances: First, expiration of their term of service; second, persons sick, wounded, or pronounced unfit for service by a medical board; third, persons charged with crime or delinquency, with the necessary witnesses, when a competent court cannot be called to try them on board the vessel.

122.

Expeditions from a vessel.

When there is occasion to send a boat expedition from the vessel, the Commanding Officer will designate the officer who is to command it, and will give him written orders regarding the duties of the expedition.

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123.

In time of war he will never permit the pilot to leave the vessel while on pilot-ground. **Pilot in time of war.**

124.

When in a fleet, he is to carefully maintain the order of sailing directed by the Commander-in-Chief. In case of a dark night or fog, when signals cannot be transmitted, he is to act to the best of his ability, but is to preserve the order of sailing, if possible. **In squadron to keep order of sailing.**

125.

In a squadron or division, he will not engage the enemy without an order or signal from his Commanding Officer. **Will not engage without orders.**

126.

He will not retire from battle to assist a disabled vessel or to take possession of a captured one without permission. **Will not retire from battle.**

127.

Should he be compelled to drop out of battle by reason of the vessel being disabled, it will be his duty to bring her again into action under sail or otherwise, and to make repairs, if possible, without delay. **If compelled to drop out of battle.**

128.

When a vessel of an enemy strikes her flag in an action, it will be the duty of a Commanding Officer to send an officer on board, if possible, to demand the captain's sword, and to bring that officer with him, as a proof that the vessel has surrendered; and if, under these circumstances, she should again hoist her flag and continue the fight, she may be destroyed. **When an enemy strikes her flag.**

129.

On taking possession of a captured vessel he will adopt all necessary precautions to prevent her from being recaptured. He will send all the officers and a number of the crew of the captured vessel on board of the vessel he commands, and will preserve all journals, signals, written orders, and important papers, particularly those that certify to the validity of the prize. **Taking possession of a captured vessel.**

130.

He will see that prisoners of war are treated with humanity, that their personal property is carefully protected, and that they have the use of such of their effects as are necessary to their comfort, and that they are duly supplied with rations, but he will take care that prisoners of war are guarded and deprived of all means of escape or revolt. **Prisoners of war.**

131.

When an action is over, it is the duty of the Commanding Officer of a vessel to repair all damages and put the vessel under his command in good fighting order without delay; to have reported to him the exact amount of munitions of war remaining on board, and to transmit to the Commander-in-Chief an account of the battle, including a statement of the conduct of the officers and crew under his command, with a list of killed and wounded. **After action, repairs, &c.**

132.

Should he be compelled to strike the flag, he is to take special care to destroy all signals and papers, the possession of which by an enemy might be injurious to the United States, and he will keep them so prepared, with weights attached, that they will sink immediately on being thrown overboard. **If compelled to strike the flag.**

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133.

Liability of loss of vessel.

In case the ship is likely to be lost or destroyed, or where it is necessary to abandon her, the Commanding Officer shall be the last person to leave the vessel.

134.

In case of shipwreck.

In case of shipwreck, or any other disaster whereby the ship may be lost, the Commanding Officer, with the officers and men, will remain by her as long as practicable and save everything possible; particularly the log, muster, pay, and receipt books, and valuable papers.

135.

Loss or capture of vessel.

In every case of the loss or capture of a vessel of the Navy, it is the duty of her Commanding Officer to cause the officers of divisions to ascertain carefully the loss of clothing and bedding sustained by the men, and to report to him, in writing, the result. These reports, drawn up in a uniform manner, and signed by himself and the officers of the divisions, he is to submit, without delay, to the Navy Department.

136.

Loss of accounts.

In the event of the loss of accounts, occurring from the loss or capture of a vessel of the Navy, he will order the Pay Officer to open others with the survivors, commencing them from the date of the disaster, and giving to each person the rate he held at the time the accounts were lost; and the accounts, so made out, are to accompany the survivors on their being transferred to a vessel or station, the Paymaster of which is to govern himself by them in making payments or issues until he receives further instructions from the Navy Department or from the Fourth Auditor of the Treasury.

137.

Loss of descriptive lists.

When, from any cause, the descriptive lists of the crew are lost, it shall be the duty of the Commanding Officer to make application for copies of the descriptive lists, to the Bureau of Equipment and Recruiting, forwarding, with his letter of application a list containing the names and rating of the crew at the time of their enlistment.

138.

If wrecked within the United States.

If shipwrecked within the United States, he will, after doing all in his power to save the public property, repair, as soon as practicable, to the nearest navy-yard or station, and, in all cases, make the earliest possible report to the Navy Department.

139.

If wrecked without the United States.

He will, in case of shipwreck without the United States, lose no time in returning with the officers and crew to the fleet or squadron to which he may belong, or, if acting alone, to the United States, to effect which he may dispose of the property saved, or draw bills, as he may deem most advantageous to the public interests.

140.

Powder to be discharged.

A Commanding Officer, on entering a port of the United States, will never take a vessel to a navy-yard without first discharging the powder.

141.

Not to give leave when at a navy-yard without.

When under the orders of a commandant of a navy-yard or station, he will not give liberty to officers or men without the authority of the commandant.

142.

Arriving to go out of commission.

On arriving, for the purpose of going out of commission, at any port in the United States, he will see that a requisition is forwarded the day of his arrival for money to pay off such of the crew as may be ordered to be discharged, or whose terms of service have expired.

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143.

During a cruise he is to keep the Midshipmen employed in the practical exercise of navigation and the other branches of their profession, and will require them to keep full journals, which are to be sent to him for his inspection and approval on the first of every month.

Instruction of Midshipmen.

144.

He will, when acting singly, hold a semi-annual inspection of the ship under his command according to the form given in the Ordnance Instructions, and forward the report to the Ordnance Bureau on the first opportunity.

Inspection when acting singly.

145.

On approaching land or anchorage of any kind he will have the cables bent. When going into a port or harbor, or approaching shoals or rocks, whether with or without a pilot, he will cause soundings to be taken; and will when on soundings have casts of the lead taken frequently and noted on the charts. When anchoring he is to select a safe berth, and in places which are but partially surveyed he will have the depth of water and quality of the ground examined for at least three cable-lengths around the ship, and will also have such bearings and angles taken, and noted in the log-book, as will enable him to recover an anchor in case of loss.

Approaching land.

Soundings to be taken.

146.

Should a cable be slipped or parted, the Commanding Officer of the vessel or the senior officer present will use every means to recover it.

If a cable is slipped.

147.

When men are paid off at the end of a cruise, he will be present in person and deliver the honorable discharges of such men as he may deem worthy of them.

Paying o a crew.

148.

If unauthorized changes in the vessel under his command have been made which he cannot justify to the Secretary of the Navy, the expense of such alterations may be charged to him.

Unauthorized changes in vessel.

149.

He will not leave the vessel until satisfied that all returns have been made and every article turned over to the proper authority.

Will be satisfied that all returns have been made.

150.

Before relinquishing command he is to sign the Midshipmen's journals, and give to each one the duplicate of such a letter as he may deem proper for presentation to the Board of Examiners, forwarding the original to the Bureau of Navigation and Detail, Navy Department.

Sign Midshipmen's journals.

151.

When the ship is paid off or placed in ordinary, he will require from the officers and yeoman charged with stores an abstract statement of the receipts and expenditures during each fiscal year and the total quantity during the cruise, and will, under this abstract, have entered the quantities remaining on hand, as shown by the general abstract expense-book. If the Commander should be detached and the ship turned over before the stores are landed or surveyed, he will sign and transmit to the Commandant of the yard the required abstract of receipts and expenditures during the cruise, and the quantities on hand as shown by the expense-books.

Abstract statement of receipts and expenditures when.

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152.

Conduct-book and descriptive muster-roll.

Quarterly report, number and rating of crew.

The conduct-book and descriptive muster-roll are to be kept under the immediate superintendence of the Commanding Officer, who will cause the officers in charge of divisions to report to him in writing, quarterly, the character of every one belonging to his division, and he will also require a special report of the conduct and character of the crew to be made to him quarterly by his Executive Officer. He will forward to the Commander-in-Chief a quarterly return, as per prescribed form, of the number and rating of the crew, with a list of those in each rating whose term of service expires during the year.

153.

Clerk, when a Commanding Officer is relieved abroad.

If a Commanding Officer of a vessel of war is relieved on a foreign station, he will transfer his clerk to the officer relieving him, when desired by his relief and agreeable to the clerk. Should such transfer on these conditions not be effected, the clerk of the officer relieved will be ordered to his home, but in no case will transportation be furnished or paid for to any one going abroad to take his place. The Commanding Officer entitled to a clerk may appoint one present on the station, if a fit person to perform the duties can be found.

154.

Descriptive lists attached to certificates of death, &c.

Descriptive lists attached to certificates of death, certificates of ordinary disability, and certificates of pensions, are to be signed by the Commanding Officer.

155.

Attention to the education of boys.

Special attention is to be given by Commanding Officers to the training and instruction of the boys enlisted to serve until they are 21 years of age. They are to be allowed such privileges as their conduct may merit, and they are to be thoroughly drilled in all duties pertaining to a seaman and to a man-of-war. Separate reports of their progress, in accordance with the prescribed form, are to be forwarded quarterly, and a report at the end of the cruise, to the Bureau of Equipment and Recruiting.

SECTION V.—*Aid or Executive of the Commanding Officer. His duties as Equipment Officer.*

1.

The Executive Officer.

The Aid or Executive of the Commanding Officer, in addition to his authority as a senior Line Officer, is, under the Commanding Officer, charged with the general detail of duty, with the administration of the police of the vessel, with her good order, discipline, neat and seaman-like appearance, and with the faithful execution of all orders and the enforcing of regulations. For the strict performance of these duties he is responsible to his Commanding Officer.

2.

In absence of his senior.

He is the Commanding Officer in the absence of his senior and in event of his death succeeds him in command, until relieved by competent authority. In the absence of the Commanding Officer, he is not to alter any of his regulations.

3.

Transmit orders and see them executed.

He will receive the orders for the general management of the vessel directly from the Commanding Officer, transmitting them to the other officers of the vessel; he will be responsible to the Commanding Officer for the execution of all orders thus transmitted, and will report to him if the orders are not complied with.

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4.

He will make himself acquainted with all the arrangements and equipments of the vessel, and at all times report any defects or deficiency to the Commanding Officer. Report defects.

5.

He will see that all officers having charge of stores, together with the Yeoman, are present when their stores are coming on board. When stores are received.

6.

He will, under the direction of the Commanding Officer, watch, quarter, and station the crew, as soon as possible after they are received on board; he will keep the station-bills complete, and have copies of them, as also of the laws and regulations for the government of the Navy, so disposed that all on board may readily refer to them, and he will see that all are thoroughly conversant with their stations and duties. Watch, quarter, and station bills.

7.

He will inform himself of the capacity of each man on board, and of the stations they have previously filled, that he may station them to the best advantage. Should he have a doubt of a man's physical ability to perform the duty required of him, he will report the case to the Commanding Officer, that he may be examined by the senior Medical Officer. Ascertain the capacity of crew.

8.

He will mess and berth the crew in accordance with their watch and stations, and will see that every man is supplied with a permanent berth indicated by his number. When any changes are made in messes, he will inform the Pay Officer. Mess and berth.

9.

He will see that the Line Officers keep correct copies of the watch, quarter, fire, and station bills; that the officers of divisions keep correct clothes-lists of the men under their command; and that they instruct the men of their divisions faithfully in their duties. Watch and station bills kept by officers.

10.

He will, under the immediate superintendence of the Commanding Officer, keep a correct muster-roll and descriptive-list of the crew, have charge of the liberty-book, and supervise the book of punishments kept by the Master-at-Arms. Descriptive-list and liberty-book.

11.

He will see that the officers of the vessel are vigilant in the performance of their duties; that they are uniform in the manner of their performance, and that they strictly conform to all orders. As far as his power extends, he will correct abuses, and where he is cognizant of any violation of the laws or regulations for the government of the Navy on the part of any person, he is not to exercise any discretion, but to make report of such to the Commanding Officer. Supervision of the performance of duty.

12.

In the absence of the Commanding Officer, he is authorized to relieve, temporarily, from duty any officer for an infraction of laws or regulations, reporting such, without delay, to the Commanding Officer. Authorized to relieve, temporarily, from duty.

13.

Under the orders of the Commanding Officer, he can grant permission to the Warrant Officers of the vessel, when their duties permit, to visit the shore, but he will not grant permission to remain out of the vessel later than 9 p. m. Permission to go on shore.

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14.

Not to leave without Commanding Officer's permission.

He will not absent himself from the vessel without the permission of the Commanding Officer. The Aid or Executive Officer and the Line Officer next below him in seniority are not to be absent from the vessel at the same time, except on duty.

15.

Daily routine.

He will draw up a routine for each day of the week for the approval of the Commanding Officer, which will be hung up for the information of the Officer of the Deck.

16.

Reports 10 a. m. and 8 p. m.

He will visit all parts of the vessel and make his reports to the Commanding Officer at 10 a. m. and 8 p. m., and receive his orders.

17.

Reports of Boatswain, &c.

He will require from the Boatswain, Gunner, Carpenter, and Sailmaker reports of the state of the vessel, in their respective departments, at 8 p. m. and at morning inspection.

18.

Keys of store-rooms.

He will cause a convenient locker to be prepared, in which the keys of the holds and all store-rooms are to be hung, except those which the Ordnance Instructions require to be kept in the charge of the Commanding Officer; it shall be his duty to see that all such keys are hung up at sunset, and that they are not taken away during the night without his knowledge, and that the keys of no store-room are ever taken out of the vessel. The keys of the Paymaster's, Surgeon's, Engineer's and Marine store-rooms will remain in charge of these officers, respectively.

19.

Spare articles.

He will designate the places where spare articles are to be stowed, and these are not to be removed without his permission.

20.

Regarding powder.

When the magazine is to be opened for receiving or discharging powder, he will see, in person, that all precautions against accidents are rigidly observed.

When powder is to be embarked or disembarked, he will have a red flag hoisted at the fore and all fires in the ship extinguished, unless it may be the fires under the boilers.

He will post sentinels according to circumstances, and take all proper precaution to avoid explosion.

He is at all times to keep himself informed as to the amount of munitions of war on board.

21.

Expenditure of Yeoman's stores.

He will, under the direction of the Commanding Officer, control the expenditure of all stores in charge of the Yeoman, and examine weekly the reports of receipts and expenditures, and, upon being satisfied of their correctness, will approve and send them to the Commanding Officer.

22.

To take the deck.

Whenever all hands are called for any particular duty, exercise, or evolution, he will take charge of the deck, and see that every officer of the ship, fit for duty, is at his station.

23.

To advise or direct the Officer of the Deck.

When the Commanding Officer is not on deck, the Aid or Executive Officer may advise or direct the Officer of the Deck as regards the working or management of the vessel, and should there, in his judgment, be a necessity

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he may take charge of the deck himself, stating his reasons for so doing to the Commanding Officer.

24.

He is responsible for the condition of the moorings of the vessel, and will have a report of them made to him morning and evening, and on the turn of tide, and he will direct the hawse cleared whenever the cables have taken in an elbow. Condition of moorings.

25.

He will satisfy himself that the sentinels are properly placed, and will give to the officer commanding the Marine Guard the orders of the day. Sentinels.

26.

In case of fire, or of any occurrence that may place the ship in danger, he will exert himself to maintain order, and if it should become necessary to abandon the vessel, he will, under the direction of the Commanding Officer, see that the sick and wounded are first cared for. In case of fire.

27.

He will see that a life-boat, on each side, is always ready for lowering at a moment's notice, and that the life-buoys are always prepared and tended. He will keep at hand a breaker of water and a supply of provisions sufficient for the support of the crew of each quarter-boat for one week, to be placed in the boat whenever there is a probability of separation from the ship by fog or otherwise. The boat-sails will be kept in readiness for immediate use. If it is necessary to send a boat from the ship at sea, he will see that she is provided with a compass. Life-boats, buoys, provisions for boats.

28.

He will assign an officer to each boat, who will command the boat when required for special service, and who will be responsible that the arms, equipments, and crew are in order and ready for service. When boats are to be sent on an expedition, he will give the officers in command orders in relation to the articles, provisions, &c., to go in each boat, and before the boats leave he will have reported to him that the articles are on board. Assign officers to boats, their equipment for expeditions.

29.

He will exercise particular supervision over the instruction of Midshipmen, according to orders received from the Commanding Officer. On their leaving the vessel, he will give them, in accordance with the regulation regarding testimonials, such letters to present for their examination as their conduct deserves. Supervision over Midshipmen.

30.

Before entering port, he will see that every preparation has been made for anchorage, and that a list of all stores required, coming under his immediate charge, is ready to lay before the Commanding Officer. Preparations for anchoring.

31.

He will regulate the bum-boats; ascertain that their tariff of prices is reasonable, and permit no infraction of them; he will see that the customary attendants on the bum-boats are always present, and that perfect order is maintained in them. He will consult the Surgeon as to what, in his judgment, should be prohibited, and be governed accordingly in the prohibition of unwholesome fruits or food. Bum-boats.

32.

He will not permit any person to come on board to traffic or to exhibit wares without the permission of the Commanding Officer. Traffic on board.

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33.

Before an action. When the vessel is cleared for action, he will go around and see if the proper disposition has been made, and report to the Commanding Officer when the vessel is ready.

During an action. In time of action, his place is at the side of the Commanding Officer to pass his orders, and he will be ready to repair to any part of the vessel where his presence may be necessary.

He will lead the first boarding party.

During an action he will see that injuries to the hull and spars are immediately repaired.

After an action. At the end of an action, he is to inform himself of the injuries received by the vessel, in hull, spars and rigging, and the number of killed and wounded on board, and report to the Commanding Officer. He will, without delay, fill up the stations of all those killed and wounded.

34.

Preparations for burials. He will superintend the preparation on board for the burial of all deceased persons.

35.

Vessel to be laid up. When the vessel is to be laid up, he will remain by her until all the officers and men are transferred, and the vessel turned over to the proper authorities. He will give a statement to the Commanding Officer, each evening, of the progress of the work going on while the vessel is being dismantled.

36.

If Executive Officer becomes incapacitated. If, at any time, from any cause, the Aid or Executive Officer should be rendered incapable of performing his duties, they will devolve upon the Line Officer next below him in rank.

37.

Not to keep a watch. The Aid or Executive Officer will not be required to keep a watch unless, in the judgment of the Commanding Officer, it becomes necessary. He may relieve the Officer of the Deck after 7 a. m., or, as a matter of accommodation, for short periods; but he will not take a watch unless by the express permission of the Commanding Officer.

38.

Reading general orders. All general orders received from the Navy Department, or published by authority, are to be read to the officers and crew at the first general muster after their receipt, by the Executive Officer, and the fact entered upon the log.

39.

Officers senior in rank to Executive. Officers senior in rank to the Aid or Executive are not required to inform the Aid or Executive of their departure from or their return to the ship; this is the duty of the Officer of the Deck, to whom all officers will report their leave to be absent from and their return to the vessel, who will communicate such information to the Aid or Executive.

40.

His duties as Equipment Officer. The duties of Equipment Officer of the vessel will be performed by the Aid or Executive Officer, under the direction of the Commanding Officer. He will be provided with the necessary blanks and books, and be allowed a writer.

41.

Invoices of stores. When the vessel is commissioned he will be furnished with invoices in triplicate, signed by the Equipment Officer of the yard, and approved by the Commandant, of all articles under the Bureau of Equipment and Recruiting comprised in her outfit and stores.

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42.

He will take charge of all articles delivered to him upon the invoices, and, when satisfied that their character and amount correspond, will give his receipt for them. These receipts will be approved by the Commanding Officer, the original retained by himself, the duplicate delivered to the Commanding Officer for the Equipment Officer at the yard, and the triplicate forwarded through the Commanding Officer to the Bureau of Equipment. Receipts.

43.

Whenever articles are thereafter received, he will be furnished with triplicate invoices by the officer from whom received, which will be acted upon in the same manner; he will immediately enter upon the equipment-books all articles thus received, and if discrepancies occur they will be brought to the notice of the Commanding Officer and adjusted before the receipts are signed. Articles thereafter received.

44.

He will, upon the authority of the Commanding Officer, issue for use the outfit as set forth in the "invoices of equipment," together with such articles of stores as may be necessary for the ship's purposes, and will carry these forward on his books, from quarter to quarter, as "issued for use." Such articles are not to be "expended" until they are surveyed and condemned as lost, worn-out, broken, or injured so as to be unfit for further service. Issue of outfit.

45.

He will see that all articles, whether issued for use or retained as "in store," are properly cared for, and will, from time to time, inspect and take the necessary measures to insure their preservation, issuing them only on requisition for use under the Bureau of Equipment, or on transfer requisition to other Bureaus, taking receipts from the persons to whom they are delivered. Care of stores.

46.

Articles delivered to be manufactured, after being expended by their proper term as stores, will be entered upon his books by their name as manufactured articles, and issued for use as above directed. Manufactured articles.

47.

All articles condemned by survey, after being expended, will be entered upon the books as condemned articles, or by name, designating the uses to which they have been condemned. Articles condemned.

48.

He will be accountable to the Commanding Officer for the return into store, or transfer to a successor, of all articles remaining upon his books, and for all expenditures made during his term of duty as Equipment Officer. Accountability.

49.

He will file all invoices on which articles have been received, all surveys on which articles have been condemned, and all requisitions and receipts for articles expended, and deliver them, with the equipment-books and all articles remaining on hand or issued for use, to his successor, to the navy-yard at which the vessel may go out of commission, or to the officer or person to whom he may be directed to turn them over, taking triplicate receipts, the duplicate to be sent to the Bureau of Equipment, and the triplicate retained as his voucher. Invoices, &c., to be filed.

50.

In case of his transfer he will certify to their correctness to his successor, and take his receipts in triplicate, both for stores remaining on hand and for those issued for use. His successor may take an inventory and report any discrepancies to the Commanding Officer. Should he be transferred.

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51.

Final survey. Report of survey as to damage or loss.

At the end of the cruise all articles will be surveyed, and their condition and amount ascertained, and the books audited at the navy-yard. This survey will report the condition of all articles returned into store, and, in cases where articles are damaged or lost, as to whether such damage or loss is attributable to his carelessness or neglect. He will not receive his detachment until such cases have been adjusted.

SECTION VI.—*Navigator.—His duties as Ordnance Officer.*

1.

The Navigator.

The Navigator will be junior, and the Line Officer next in rank to the Aid or Executive Officer.

2.

Observations.

He will, when at sea, ascertain and report daily to the Commanding Officer the position of the vessel at 8 a. m., at meridian, and at 8 p. m.; he will make daily observations for the variation of the compass, when the weather permits, with such other determinations as the Commanding Officer may require.

3.

Stores.

He will have charge of, and must account for, all the stores in his department.

4.

Examination of compasses, &c.

He will frequently examine the compasses, time-glasses, log, and lead-lines, and see that they are in proper order.

5.

Approaching land or shoals.

When the vessel is approaching land or shoals, or entering a port or harbor, he will be attentive to the soundings, and at all times inform the Commanding Officer of any danger to which he may think the vessel exposed, whether a pilot is on board or not.

6.

Log-book.

He will have charge of the ship's log-book, commencing it on the vessel being put in commission; he will see that all particulars are duly entered, according to prescribed forms; he will see that the watch-officers sign their remarks daily, and he will take it to the Commanding Officer for his inspection at noon of each day.

7.

To be entered in the log-book.

There shall be entered on the deck-log and log-book, with minute exactness, the following particulars:

I. The name and rank, or rating, of all persons who may join or be discharged from the vessel; all transfers, deaths, and desertions; the names of all persons made prisoners by an enemy, and of all absent without leave; the names of all passengers, with times of coming aboard and leaving; the direction of the wind, state of the weather, courses steered, and distances sailed; the time when any particular evolution, exercise, or other service was performed; the signal number of all signals made, the time when, by what vessels, and to what vessels, they were made; the nature and extent of all public punishments inflicted, with the name and crime of the offenders; the rating and disrating of Petty Officers; the result of all observations made to find the ship's position, and all dangers discovered in navigation.

Grounding of the ship.

II. The grounding of the ship, and the loss of or serious injury to boats, spars, sails, rigging, and stores, with the circumstances under which they happened, and the extent of the injury.

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III. An account of all stores received, from whom, and the department for which they were received. Stores received.

IV. An account of all stores condemned, or converted to any purpose other than that for which they were intended. Stores condemned.

V. An account of all stores loaned, or otherwise sent out of the vessel, and by what authority. Stores loaned.

VI. All marks and numbers of each cask or bale which, on being opened, is found to contain less than is specified by the invoice, with the deficiency. Casks found to contain less than specified.

VII. Every alteration made in the allowance of provisions, and by whose order. Alterations made in allowance of provisions.

VIII. The employment of any hired vessel, her dimensions in tonnage, the name of the master or owner, the number of her crew, for what purpose employed, by whose order, and the reasons for her employment. Employment of hired vessels.

IX. The draught of water, light and loaded, as furnished at the navy-yard, and always on going into or leaving port. Vessel's draught.

8.

After the log has been signed by the officers of the watches, no alteration will be made except to correct an error or supply an omission, and then only with the approval of the Commanding Officer, and the officer who had charge of the watch in which the alteration or addition is made shall then sign the same, if satisfied of its correctness. Error or omission in log.

9.

The Navigator will deliver to the Commanding Officer a certified copy of the log-book every six months, to be transmitted to the Bureau of Navigation; the original being kept by the vessel until she is paid off, when it will be placed in charge of the Commanding Officer of the yard. Certified copy of log-book.

10.

He will keep a remark-book, in which all the useful hydrographic information he may obtain, not contained in the sailing directions or on the charts, is to be carefully inserted, as well as a description of the instruments he may employ in any of the observations hereafter mentioned. He will determine as accurately as he can the various particulars relating to the navigation of every place visited, entering the results in his remark-book under the following heads: Remark-book.

I. The latitude and longitude of all places visited whose positions, as given on the chart and in the sailing directions, have been found by accurate and careful observations to be in error. Latitude and longitude in error.

II. The results of observations for ascertaining the variation and deviation of the compass. Variation and deviation of compass.

III. The results of all tidal observations. Tidal observations.

IV. All errors and omissions in the charts, sailing directions, and light-lists not mentioned above. Errors and omissions in charts.

11.

In entering the latitude and longitude of places which have been found in error, he will carefully note the particular spot at which the observations were taken, describing it in such a manner that it can be plotted on the charts; also the number and nature of the observations and the means by which they were made, and, with reference to the longitude, if obtained with chronometers by means of meridian distances from another place, he is to state the number employed, their general character, the age of the rates used, with the longitude he assumed of the place measured from. A copy of all the data, with the computations, will be furnished to the Commanding Officer to be forwarded to the Bureau of Navigation. Entering the latitude and longitude found in error.

12.

He is to observe the variation of the compass by amplitudes or azimuths at least once a day at sea; and in every port the variation of the compass is to be determined free from local deviation. Variation of the compass.

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13.

Azimuth-compass.

The azimuth-compass is to be always placed, when practicable, in the same position amidships, and he is to take care that the direction of the ship's head at the time of observation is recorded, as well as the difference between the standard or azimuth and the steering compass. These variations, with the local deviations eliminated, are to be daily inserted in columns in the remark-book along with the ship's place, and the direction of her head at the time of observation. The local attraction is to be determined before the ship leaves the United States, as well as after any material change of latitude, and is then to be tabulated for every point of the compass, so that the corrections on each course may be readily applied in working the ship's reckoning.

Local attraction.

14.

Tidal observations.

He will make tidal observations, in all places visited where careful observations have not been made, to ascertain the set and strength of the tides, with the limits of their rise and fall, and the time of high water of the tide which immediately follows the periods of the new and full moon. He will carefully compare the charts, sailing directions, and light-lists with those of the places visited, and record in his remark-book all errors and omissions which he may discover.

15.

Shoals and harbors not correctly laid down.

He will call the attention of the Commanding Officer to any shoals or harbors which have not been thoroughly surveyed and correctly mapped, and when surveys are made he will construct charts on a large and intelligible scale, which will be forwarded by the Commanding Officer to the Bureau of Navigation, and which will always be accompanied by the plans and sketches made, with all the original data used in their construction, so that the work may be replotted and all the computations re-examined.

16.

Special report of information.

He will make to the Commanding Officer a special report of the information that he has entered in the remark-book, (with the exception previously mentioned,) which will be forwarded to the Bureau of Navigation by the first opportunity. A copy of the remark-book will be furnished at the end of each year to the Commanding Officer to be forwarded to the Bureau of Navigation, and the original will be forwarded at the end of the cruise.

Copy of remark-book.

17.

Book for calculations.

He will keep a book in which he will make all calculations connected with the navigation of the vessel. No erasures will be made, but the book must be a complete record of all observations, computations, and results, with their dates; and at the end of the cruise this book is to be sent to the Bureau of Navigation by the Commanding Officer.

18.

Stowage of the hold.

He is, if ordered before it is commenced, to superintend, under the direction of the Commanding Officer of the yard or Commander of the vessel, the stowage of the ballast, water, provisions, and other articles.

19.

Stowing provisions.

In stowing provisions, he will take care that the oldest be stowed so that they will be the first issued, and when the stowage is completed he will make an entry on the log-book specifying the quantity and arrangement of the ballast, the number, size, and disposition of the tanks and casks, and the quantity and stowage of provisions and other stores.

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20.

The plans of the stowage of the hold are to be inserted in the log-book; and if any material change is afterward made it must be noted, and a new plan inserted. Plan of the hold.

21.

If the hold should be stowed at a navy-yard or private establishment, under the direction of the Commanding Officer of the vessel, he will furnish the latter with plans and descriptions for transmission to the Commandant of the yard or the Bureau of Construction. Stowing at a navy-yard. Plans, &c.

22.

He will inspect the holds, cable-tiers, and chain-lockers daily, and see that they are kept clear and in good order, reporting to the Executive Officer at 9.30 a. m. Inspections of hold.

23.

He will exercise supervision over the anchors and cables; see that they are properly secured at all times; that the cables are distinctly marked, and that all necessary arrangements are made for getting under way, anchoring, mooring, unmooring, slipping or shifting parts of one cable to another, and see that the shackle-pins can be removed readily. Supervision over anchors and cables.

24.

He will be careful to prevent any waste or improper expenditure of fuel or water, and is to report daily, when at sea, to the Commanding Officer, the quantity expended in the last twenty-four hours, and the quantity remaining on hand. Waste of water and fuel. Reports.

25.

Should he be removed or suspended, he will sign the log-book and deliver it to his successor, taking his receipt for it and for all articles under his charge, and he will deliver to the Commanding Officer a fair copy of the remark-book up to that day. Removed or suspended.

26.

On board of vessels having three or less than three watch-officers on duty, the Navigation Officer will be required to keep a regular night-watch, or be assigned to a particular night-watch, at the option of the Commanding Officer. Where there are four watch-officers attached to a vessel, the Navigator will not be required to keep a watch, unless specially directed to do so by the Commanding Officer. Watch.

27.

The Navigator will also perform the duty of Ordnance Officer, and will ascertain that all the ordnance-stores and equipments ordered or allowed are received on board in good order; that they are properly distributed and stored; that they are only used or expended according to directions from proper authority, and that they are duly accounted for, according to the directions and forms which are or may be prescribed by the Bureau of Ordnance. As Ordnance Officer. Stores.

28.

Where there is no Gunner, he will receipt and be accountable for all ordnance-stores, making the returns, which the Gunner is directed to prepare. No Gunner.

29.

He will make and sign all requisitions for, and exercise a general supervision over, the expenditure of ordnance-stores, and verify, as correct, the Gunner's quarterly returns of expenditures. Requisitions and general supervisions.

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30.

Reports of target practice.

He will prepare for the signature of the Commanding Officer the reports and return of target practice with great guns and small-arms; condition of armament; number of fires and endurance of guns; trials of torpedoes, of breech-loading arms and their cartridges and equipments, and such reports as may be required. He will have charge of the blank forms and of the books allowed for reference or for issue.

31.

Inspection of magazines, shell-rooms, &c.

Before the powder is received on board, he, with the gunner, will carefully inspect the magazines and shell-rooms, their passages and light-rooms, and have them thoroughly cleaned, dried, and aired, and will see that the pipes and stop-cocks, and everything connected with flooding the magazines are in order, and acquaint himself with their position and mode of operation, the lighting apparatus cleaned and dried, and will be particular that the glasses for transmitting light into the magazines and shell-rooms are clear and without fracture; that the light is sufficient, burns clearly for at least four hours, and that the box is well ventilated; and he will report to the Inspector of Ordnance when the magazines are ready to receive the ammunition.

SECTION VII.—*Watch and Division Officers.*

1.

Watch and Division Officers.

Lieutenant-Commanders, Lieutenants, and Masters are the Navigating, Watch, and Division Officers.

2.

Will execute orders received from a superior officer.

They will punctually and zealously execute all orders they may receive from their Commanding or Superior Officer, and see that all on board who are subordinate perform with diligence the duties assigned them; be attentive to the conduct of the ship's company; prevent all profane, abusive, and improper language, all disturbance, noise, or confusion, and report to the Executive Officer those whose misconduct they may think deserving of punishment. They will conform to the manner of performing duty adopted, and to the regulations and customs of the Navy.

3.

In charge of the deck, is the representative of the Commanding Officer.

When in charge of the deck, he is the representative of the Commanding Officer, and his authority, subject, however, to the orders of the Executive Officer, is to be recognized in all matters pertaining to the management and police of the vessel which come under his supervision.

4.

When in charge of the deck.

On taking charge of the deck he is to make himself acquainted with the position of the vessel with reference to vessels in sight, to any land or danger that may be near, and with all orders that remain unexecuted. He will hold no conversation with any one except on duty, nor will he engage in any occupation which may distract his attention. He is to see that the quarter-boats are in condition to be immediately lowered; that the men on deck are attentive to their duty; that the lookouts are vigilant at their several stations; that each sail is properly set, and every precaution observed to prevent accidents. Throughout his watch he is to be careful that the vessel is properly steered; that a correct account is kept of her speed and leeway; and that the courses and distances, together with every occurrence of importance or interest, are plainly entered on the deck-log, which he is to sign at the conclusion of his remarks, on the termination of his watch.

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5.

He is to see that the subordinate officers of the watch are at their stations and attentive to their duties; that they muster the men on deck when the watch is relieved, and as often afterward as he may judge necessary.

To see that his subordinates are attentive.

6.

He is to be careful at night that the required lights are burning and properly trimmed, and, in fogs, that the requisite signals are sounded. On approaching and passing vessels, he is to be governed by the regulations for preventing collisions.

Care as regards lights, fog-signals, and passing vessels.

7.

He is promptly to inform the Commanding Officer of all vessels that may be discovered; of any land, shoal, rock, or danger that may be made; of all changes of wind or weather; of all alterations of canvas or steam by the Commanding Officer of the squadron or division; and of every occurrence worthy of notice.

Reports to Commanding Officer.

8.

He will see that the meteorological observations are taken and recorded as per form in log-book; and, on indications of the approach of gales or hurricanes, will cause hourly or more frequent observations of the barometer and thermometer to be made, and every change in the force and direction of the wind to be recorded.

Meteorological observations.

9.

He is never, on his own authority, to carry sail or steam so as to endanger spars or machinery; nor, when the Commanding Officer is on deck, is he to alter either without consulting him.

Care in carrying sail, &c.

10.

He is never to change the course without orders from the Commanding Officer, unless to avoid danger, and then he will report to him without delay.

Course not to be changed unless.

11.

On the discovery of a strange sail at night or in a fog, during war, he is, besides sending at once to inform the Commanding Officer, to make immediately every preparation for action.

In war, making strange sails.

12.

At night he is to take care that the Master-at-Arms, Ship's Corporal, or Non-commissioned Officer of Marines detailed for the purpose, is particular in going the rounds and visiting all accessible parts of the vessel below the spar-deck every half-hour to see that no irregularities are occurring; that all prisoners are safe; that no improper lights are burning; and that there is no smoking after hours. He will also order an officer of the watch to go the same rounds at least twice during his watch; he will cause the pumps to be sounded and the battery examined at least every two hours, and have the reports made to himself.

Making the round at night, by Master-at-Arms or Non-commissioned Officer of Marines.

13.

He will not make a signal without orders from the Commanding Officer, unless to warn vessels of danger, but will see that everything is in readiness to make them.

No signal to be made, unless.

14.

He will always have his side-arms at hand; a trumpet is to be carried at sea, and the sword-belt worn in port. During wet weather he may wear a water-proof coat and cap.

Will carry a trumpet, &c.

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15.

Attention to etiquette.

He will see that all persons coming on board or leaving the ship receive the marks of respect to which they are entitled.

16.

Boats coming alongside, discharging, &c.

No boat is to be allowed to leave or to come alongside without his knowledge. When boats or tenders come alongside with water or stores of any kind, he is to see them cleared, and that no prohibited articles are brought on board; and he is also to see that all articles which are sent out of the vessel are properly placed in the vessel or boats which are to receive them.

17.

Attention to crews of boats.

When boats leave the ship, he will be particular that they have their proper crews, suitably clothed, and that no changes are made without authority.

18.

Stores received.

He will take care that an accurate account is taken of all stores received or sent from the vessel; that those which are received are delivered to the proper officer, and that the number or quantity received or sent is correctly entered on the log.

19.

Engines.

He will never cause the engines to be stopped without first slowing, nor to be worked at full speed, until the vessel has first gathered way, except in cases of emergency; and, should the vessel be taken aback when under sail, the engines are to be slowed or stopped until sail is reduced.

20.

Conductors, life-buoys, &c.

He will see the conductors, life-buoys, lead-lines, and drift-leads ready for service.

21.

Book taken to note orders.

He will see that an officer when sent on board the vessel of the Commander-in-Chief, Commander of a Squadron, or Commander of a Division, to receive orders, takes an order-book for the insertion of such orders as may be given him.

22.

Officer in charge of a division.

An officer in charge of a division of guns will be held responsible for its efficiency in all respects. Besides keeping the guns in condition for action, and the men well trained to their use, agreeably to the Ordnance Instructions, he will give his personal attention to the cleanliness and good appearance of the men; to the examination of their clothing and bedding; to making out requisitions; to the issuing of clothing to them; to their converting material drawn to the purpose for which it was required; to observe that their clothing is neatly made, marked, and kept in order, and to keep correct clothes-lists. Quarterly he will make a report to the Commanding Officer of the conduct of the men of his division.

23.

Inspection of clothing.

He will himself inspect the clothing of the men of his division once a month.

SECTION VIII.—*Ensigns, Midshipmen, and Mates.*

1.

Steerage Officers.

Ensigns, Midshipmen, and Mates are Steerage Officers.

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2.

When ordered to a cruising-ship, Ensigns and Midshipmen will provide themselves with a sextant or octant, a comparing-watch, an approved treatise upon navigation, one on marine surveying, and with blank journals. Will be provided with sextant, &c.

3.

They will ascertain daily the position of the ship when at sea by observations and dead-reckoning, and send the same to their Commanding Officer. Ascertain, by observation, vessel's position.

4.

They will be required to keep a journal of the cruise, which they will present to the Commanding Officer for inspection on the first day of every month. Journal.

5.

They will not be granted leave to go on shore unless their journals are kept up, and they have copies of the watch, quarter, fire, and station bills, of separate quarter-bills for their divisions, and shall have given proper attention to their duties. If journal, &c., is not kept up.

6.

Should an Ensign be assigned permanently to duty as a watch and division officer, he shall mess and quarter in the wardroom. If assigned permanently to duty as a watch officer.

7.

Mates will perform such duties as the Commanding Officer directs. Mates.

SECTION IX.—*Warrant Officers.*

1.

The Boatswain, Gunner, Carpenter, and Sailmaker are Warrant Officers. Warrant Officers.

2.

They will, with the Yeoman, examine all the articles belonging to, and all stores received for, their respective departments; will see that they are of good quality, that they agree in quantity with the invoice or bill sent with them, and they will make immediate report to the officer in charge of the department of any defect or deficiency. Examine stores.

3.

They are responsible for all articles in their departments not in the immediate charge of the Yeoman, and for the preservation of all tools or implements issued by the Yeoman for use: they will retain for survey all that may become worn out or rendered unfit for service, as their responsibility with regard to them does not cease until they have been disposed of by survey. Responsibility for stores.

4.

They will request a survey upon all stores in their departments which may be injured or become unfit for service, and such as are condemned will be expended, a copy of the survey being preserved as a voucher. If a survey directs articles to be converted to some other use, they will be charged accordingly, and expended in the same manner as other stores. Surveys on stores.

5.

They will make immediate report to the Executive Officer of any neglect or misconduct in the Yeoman or person having charge of their stores. Will report any misconduct in Yeoman.

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6.

Turning in stores. When a ship is to be dismantled, they will see that all articles belonging to their respective departments are properly secured and tallied, with their name and quantity, whether serviceable, requiring repairs, or unserviceable, and that all precautions are taken to prevent their being injured. They will only receive credit according to the receipt given for them by the person into whose charge they may be delivered, or according to the report of the surveying officers, and they will attend the survey to account for any deficiency that may be found to exist.

7.

Reports. They will report daily, at 7.30 a. m. and 7.30 p. m., to the Executive Officer the state of their respective departments.

Boatswain.

8.

Attendance on deck. The Boatswain is to be generally upon deck during the day, and at all times when any duty shall require all hands to be employed. He is, with his mates, to see that the men go quickly upon deck when called, and that they perform their duty with alacrity.

9.

Report at 7.30 a. m. Attention to rigging, &c. He will, every day at 7.30 a. m., and at such other times as directed, examine the rigging, and report to the Officer of the Deck the state in which he finds it. He is to be careful that the anchors, booms, and boats are properly secured, and is to have ready a sufficient number of mats, plats, nippers, points, and gaskets, that no delay may be experienced.

10.

Staying of masts, &c. He will be careful that the masts of the ship are not crippled or strained in setting up the stays and rigging, and that they retain the same angle with the keel after the stays and rigging are set up that they had when they were only wedged.

11.

Working up junk. He is to see when junk is worked up that every part is converted to the purposes ordered.

12.

Preparing for battle. When preparing for battle, he is to see that everything necessary for repairing the rigging is in place.

Gunner.

13.

Charge of anchor-buoys, life-buoys, &c. Besides the duties assigned to the Gunner in the Ordnance Instructions, he is to have charge of the anchor-buoys and life-buoys, and to see that they are in good order, and the latter ready for use at all times. He will examine and prime them every evening, and report their readiness to the Aid or Executive Officer and to the Officer of the Deck.

14.

Responsible for all ordnance-stores. He will have charge of and be responsible for all ordnance-stores, and will make and sign the quarterly returns of expenditures.

Carpenter.

15.

Examination of ports and air-ports. He will frequently examine the ports and air-ports, see that they are properly lined, and when in, that they are all properly secured. At sea, no air-port is to be opened other than by his crew, by order of the Aid or Executive Officer, and he is to be informed of it.

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16.

He is to see that the pumps and hose are in good order at all times, having at hand whatever may be necessary for their use. Pumps and hose.

17.

He is to keep the boats, ladders, and gratings in good condition, have the gratings and hatch-tarpaulins always in place, and report to the Aid or Executive Officer every damage pertaining to his department as soon as he discovers it. Boats, ladders, gratings, &c.

18.

He is to keep ready for use shot-plugs and every article necessary for stopping shot-holes and repairing damages in action. Shot-plugs.

19.

He is frequently to examine the decks and bends of the vessel and report to the Aid or Executive Officer when calking is required. Calking.

20.

He will cause the capstans to be turned and properly oiled once a week, and will have the bars swiftered in when using them. Capstans.

21.

He will see that the lightning-conductors are always in good condition. Lightning-conductors.

22.

When the vessel is going into port he is to prepare a correct account of the defects of the hull, masts, and yards, and the repairs they may need. Report of defects in hull and spars.

Sailmaker.

23.

Before the sails are received on board he is to examine them carefully, and report to the Aid or Executive Officer any defects. He will examine the sail-room frequently, and see that the sails are dry and free from vermin; he is to keep them properly tallied, and so stowed as to be readily got up. When they are to be landed he is to see that they are dry, well made up, and tallied. Examination of sails and sail-rooms, their stowage.

24.

He will never permit tarpaulins or painted bags to be stowed in the sail-room. Tarpaulins not to go in sail-rooms.

SECTION X.—*Engineer of the Fleet, and other Engineer Officers.*

The senior Chief Engineer on a station will be detailed to discharge the duties of Engineer of the Fleet. He will be attached to the Flag-Ship, and his duties will be as follows, under the orders of the Commander-in-Chief: Engineer of the Fleet.

I. To exercise a general supervision over all the engineers of the fleet or squadron. Supervision over engineers.

II. To acquaint himself with the different kinds of engines in use in the squadron, and to recommend the means to keep them in the highest state of efficiency. Engines of different vessels.

III. To make quarterly inspections of machinery, and to decide upon all ordinary repairs. If alterations or additions to the machinery are proposed, a special report must be made, stating their probable cost and the time necessary for their execution. Inspections, repairs, and reports.

IV. To recommend surveys when imperfections or accidents are serious, and to make report where carelessness is known or suspected. Surveys and reports.

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Stores of vessels.

V. To see that every vessel is provided with the necessary tools, stores, and spare parts of machinery, and that every engine and boiler is properly cared for. As the strictest economy is required in the expenditure of stores, he will, previous to any of the vessels in the squadron leaving on detached service, see that they are provided with all that may be required in the Engineer department, to prevent, as far as possible, any purchases while absent from the Commander-in-Chief, and he will make a report of the same to the Commander-in-Chief.

Quality of coal. Coal-depots.

VI. To examine the coal used, and report if there is any falling off in quality, or any undue dampness, and to see that it is properly stored at the depots, and that there is at all times a sufficient quantity on hand to meet the probable wants of the squadron.

Reports of Engineer department.

VII. To make frequent reports of the condition of the Engineer department of every vessel in the squadron.

Examine requisitions.

VIII. To examine all returns and requisitions made by the senior Engineers of vessels, and to forward them, with such remarks as he may deem necessary.

Recommendations.

IX. To recommend such measures as will, in his opinion, promote efficiency, economy, and uniformity in his department.

Other duties.

X. And, finally, to perform such other duties, relating to his position, as shall be assigned him by the Commander-in-Chief.

2.

A written order necessary for inspection.

He will not make an inspection or an examination on board of any vessel without an order to do so in writing, and such order must be presented to the Commanding Officer of the vessel on board which the examination or inspection is to take place.

3.

Detail of engineer officers.

The detail of engineer officers for any service will be made by the Chief of Staff.

Chief Engineer.

4.

Will examine machinery, &c.

A Chief Engineer, on joining a vessel, will make himself acquainted with all parts of the machinery and boilers, the coal-bunkers and store-rooms, and report to the Commanding Officer anything defective.

Daily examination of engines.

He will examine daily the engines and their dependencies, and all parts of the vessel occupied by them or by the stores for their use, and make immediate report of any defect or danger to the Commanding Officer.

Examination of stores.

Whenever articles are received in his department he will carefully ascertain if they are of proper quality, and report any which, in his opinion, may be objectionable.

Reports at quarters.

At morning and evening quarters he will report the condition of his department.

6.

Proficiency of assistants, &c.

He will cause the assistant and cadet engineers and petty officers of his force to become familiar with all the cocks, valves, pipes, and the different parts of the machinery and boilers.

7.

Amount and quality of stores.

He will see that he has the requisite amount of stores of good quality on board, and that they are properly stored.

8.

Oat-meal.

He will provide a supply of oat-meal, to be issued to the firemen and coal-heavers at such times and in such quantities as the Commanding Officer may direct.

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9.

He will keep a strict account of, and be responsible for, the expenditure of the coal, stores, and all articles in the Engineer department, and will examine each day's expenditure and approve it by his signature. Account of expenditures.

10.

He will have the flues, chimneys, and boilers cleaned whenever necessary; but all repairs or cleaning necessary for the engines and boilers are to be made, as far as possible, by his force on board the vessel. Cleaning of flues, &c.

11.

He will make out watch, quarter, fire, and cleaning bills for the Engineer department, and submit the same to the Commanding Officer for his approval. These bills are to be hung up in some conspicuous place, where all concerned may refer to them. He will see that the prescribed duties are performed, and will report all neglect or breaches of discipline. He will suffer no punishment of any description to be inflicted on those of his department except by order of the Commanding Officer. Engineer station bills. Punishments.

12.

He will never light or haul fires without the order of the Commanding Officer, and will see that the engines are never turned except in obedience to signal, or with the knowledge of the Officer of the Deck. Lighting and hauling fires.

13.

He will report to the Commanding Officer any accident or defect that may occur to the machinery, boilers, or their dependencies, and at meridian of each day he will report the quantity of coal consumed, the revolutions made by the engines, and the average revolutions per minute, while running for the last twenty-four hours, and also the quantity of coal remaining on hand. If at any time, in his judgment, the machinery is driven too hard, or an undue strain brought upon any of its parts, he will report it, noting such report and the causes in the steam-log. Reports to Commanding Officer.

14.

He will exercise a vigilant supervision over every part of his department, and see that it is kept in good order; that the steam-pumps, hose, and other means for extinguishing fire are ready for immediate use; that the water in the boilers is not carried at an improper density, and that the coal and stores are used to the greatest advantage. Supervision of steam-pumps, hose, &c.

15.

At the end of the cruise, or when an Assistant Engineer is detached from the vessel, he will, through the Commanding Officer, make a report to the Department of his professional qualifications, character, and deportment. Professional qualifications, &c., of assistants.

16.

He will frequently examine the bunkers, to see if the amount of coal on hand corresponds with that charged on the log, and if any discrepancy appears he will report the same immediately to the Commanding Officer, noting it on the steam-log. Examination of coal-bunkers.

17.

He will, on the discontinuance of steaming, with the permission of the Commanding Officer, clean and repair, at once, the engines and their dependencies. Cleaning and repairs.

18.

He will cause the petty officers and men under his charge to be instructed so as to qualify them for managing the engines and dependencies in case of necessity. Instruction to petty officers and men.

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19.

Temperature of coal-bunkers.

He will cause the temperature of the coal-bunkers to be ascertained twice in each watch and noted on the steam-log. If the temperature should be found unduly high, or if he should observe any indication of spontaneous combustion, he will have the fact reported at once to the Officer of the Deck.

20.

Distillers, steam-winches, &c.

He will take charge of the distilling apparatus, steam-winches, and engines for turning the capstan, and will be responsible for their being kept in proper repair and condition.

21.

Steam-log.

A steam-log will be kept continuously while the vessel is in commission, and when under steam all the columns are to be accurately filled by the Assistant Engineer or petty officer in charge of the watch, who will also sign the remarks at the close of the watch. The log will be inspected by the Commanding Officer after each day's steaming, and will be signed every day by the Chief Engineer, who, at the end of each quarter, will send to the Commanding Officer a fair copy of the log during that time, certified by his signature, for transmission to the Department.

22.

Draught of water.

He will carefully note in the steam-log the draught of water, forward and aft, on entering and leaving port and before and after receiving coal and other stores. If the vessel be a paddle-wheel steamer he will note also the greatest immersion of the bucket-boards.

23.

Precautions against fire.

In the arrangement of stores and the use of lights and fires he will take the utmost care to prevent danger from fire.

24.

Quarterly report.

He will make a quarterly report, to accompany the synopsis of the steam-log, detailing any breakages or other casualties to the machinery during the quarter, with the causes thereof, so far as he may be able to ascertain, and the time expended in repairing them. He will state whether the repairs were executed by his force on board or by workmen from shore. He will also give his opinion of the condition of the machinery, mentioning particularly the cylinders and their valves, the main journals, the connecting-rod journals, the stern-bearing, the pumps, the condensers, and the paddle-wheels or screw, to which he will add his observations as to their efficiency. In the event of any experimental or unusual machinery or appliance being on board, he will particularly describe it and its mode of action, giving the results and his opinion on its merits. He will not wait for special instructions as to the manner of operating it, but will exert himself to determine it. He will state the maximum speed of the vessel under steam alone, in smooth water, that can be sustained for twelve consecutive hours with the machinery in its existing condition, and give the necessary data in connection therewith, such as the pressure of steam, revolutions of the engine per minute, vacuum in the condenser, position of throttle-valve, point of cutting off steam, temperatures, consumption of coal per hour, number of tons of coal on board the vessel, indicated horse-power, &c. He will state the number of officers and men of his force attached to the vessel, with their rank and ratings, and also the quantity of coal the bunkers will hold. He will add such observations on the machinery and vessel as his experience may suggest. A copy of the tabular synopsis and of the report is to be pasted into each quarterly steam-log, and another forwarded to the Department.

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Passed Assistant and Assistant Engineers.

25.

When there is no Chief Engineer on board, the duties assigned to him will devolve on the senior Assistant.

Assistant Engineer acting as chief.

26.

Engineers or other persons in charge of engines will carry into execution all orders they receive from the Engineer in charge, or their seniors, and are to be careful in the management of the engines, boilers, and their dependencies. They will follow the directions of the Engineer in charge and report to him instantly on discovering anything wrong. When the engines are in operation the Assistant Engineer or petty officer on watch will execute promptly all the orders he may receive from the Officer of the Deck, informing him if, in so doing, any risk or injury is likely to be incurred.

Assistant Engineers or petty officers on watch.

To execute orders of Officer of Deck.

27.

Should anything occur to require a change in the orders under which he is acting, or should special attention be required to any object, he will report the same to the Officer of the Deck immediately.

Reports to Officer of Deck.

28.

Should it be necessary from any cause to stop the engines, he will report the fact to the Officer of the Deck; if it should not be possible to do so beforehand, he will report afterward his reasons, and the probable length of time they will be stopped, and he will inform the Chief Engineer immediately.

If necessary to stop the engines.

29.

He will note hourly on the steam-log all the information the columns require, and insert in the remarks full information of the state of the weather and sea, all accidents to or defects in the engines and boilers or their dependencies, the manner of their working, the quality of the coal, and any other circumstances which may be useful for determining the powers and qualities of the vessel and engines.

Steam-log, how to be kept.

30.

He will be careful to prevent the waste of coal, oil, tallow, and all stores in the Engineer department.

Expenditure of stores.

31.

In the absence of the senior Engineer, the one remaining on board, highest in rank, will be held responsible for the good order of the engine-room and for the proper discharge of all the duties connected therewith.

Absence of senior Engineer.

32.

The Engineers on duty will conform to the orders of the Officer of the Deck; but they are not, except in case of necessity, to be ordered to perform duties other than those connected with the engines and their dependencies.

To conform to orders of Officer of the Deck.

Cadet Engineers.

33.

Cadet Engineers may be assigned duty in charge of the engine-room when there is not a sufficient number of Assistant Engineers to keep them in four watches; at other times, they are to do such duty as may be assigned them by the Chief Engineer. When in charge of the engine-room, they will be governed by the regulations applicable to the Assistant Engineers.

Cadet Engineers, duties of.

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34.

Assistant and Cadet Engineers not to be required to do the duties of machinists, &c.

Assistant and Cadet Engineers are not to be assigned to the same duties with machinists, or other petty officers, nor to relieve them, or to be relieved by them while on duty. Machinists and other engine-room petty officers are to be given charge of the watches in the engine and fire rooms, under the supervision of the Engineer officers, when the number of Assistant Engineers or graduated Cadets is not sufficient for that duty.

SECTION XI.—*Surgeon of the Fleet and other Medical Officers.*

1.

Surgeon of the Fleet.

When a Medical Officer is detailed as Surgeon of the Fleet he will be attached to the Flag-Ship, and his duties will be as follows, under the orders of the Commander-in-Chief:

General supervision.

I. To generally supervise the practice of all the Surgeons in the fleet or squadron to which he is attached, and to report to him any neglects which he may discover.

Suggest measures for preventing disease, &c.

II. To suggest to the Commander-in-Chief, for his consideration and decision, the proper measures for preventing or checking disease, or for promoting the comfort of the sick or wounded in the fleet.

Specification of crews unfit for active duty.

III. When required by the Commander-in-Chief, to specify those vessels which may appear, from the state of the health of their crews, least fit for active service, or most in want of refreshment.

Medical journal of fleet.

IV. To keep a medical journal of the health of the fleet or squadron, from which he will report to the Bureau of Medicine and Surgery. To examine and approve all requisitions for medical and hospital stores for the fleet, and inspect their quality, and, as required, to make requisitions on the Bureau of Medicine and Surgery for medical and hospital stores for the fleet.

Report after an action.

V. After an engagement, to require a report of killed and wounded from the Surgeons of all the vessels, which he will embody in a general report, and forward it through the Chief of Staff.

VI. To perform such other duties relating to his position as shall be assigned to him by the Commander-in-Chief.

2.

Inspections to be made only on a written order.

He will not make an inspection or an examination on board any vessel of the squadron without the order to do so, in writing, from the Commander in-Chief, and such order must be presented to the Commanding Officer of the vessel on board which the inspection or examination is to take place.

3.

Detail of medical officers.

The detail of officers of the Medical Corps for any service will be made by the Chief of Staff.

Surgeons.

4.

Duties of the Surgeon.

The Surgeon or senior Medical Officer ordered to a vessel will, in addition to the duties prescribed in the "Instructions for the Government of Medical Officers," examine the dispensary, medical store-rooms, and sick-bay; see that every preparation is made for the reception of stores and medicines, and for the proper care of sick and wounded. In case of any defect in the arrangements, he will report it immediately to the Commanding Officer.

5.

Charge of sick-bay, &c.
Report at inspection.

The sick-bay, dispensary, and medical store-rooms are under his immediate charge, and he will see that they are kept in proper condition, and at all times ready for the inspection of the Commanding Officer.

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6.

He will be attentive to the comfort and cleanliness of all patients under his professional care. **Attention to the sick.**

7.

He will report to the Commanding Officer daily, by 10 a. m., in writing, the names and condition of the sick, according to such forms as may be prescribed, and at the same time suggest any measures for the health of the crew. He will have deposited daily in the binnacle a list of those whose condition requires that they should be excused from duty. **Daily report.** **Binnacle-list.**

8.

He will take every precaution to prevent the introduction or progress of any infectious disease, making immediate report to the Commanding Officer of danger from, or the appearance of, any such disease. **Precaution to prevent disease.**

9.

He is to examine the crew as soon as practicable after joining the vessel, reporting to the Commanding Officer any necessity that may exist for vaccination, which, if possible, will be done before sailing. **Medical examination of crew.**

10.

He will be allowed, for his exclusive use, a store-room for articles under his charge, and will, with the approval of the Commanding Officer, be allowed proper persons, in addition to the established attendants, if necessary, to assist in the care of the sick. **Exclusive use of medical store-room.** **Necessary attendants to be supplied.**

11.

He is, at all times, to have in readiness everything necessary for the relief of the wounded, and, on the probability of an engagement, will cause a sufficient number of tourniquets to be distributed in different parts of the ship, seeing that all persons stationed with him, and such others as may be designated, are instructed in their proper use. **All necessary for the wounded to be kept in readiness.**

12.

After battle, he will make out in duplicate a careful report of killed and wounded, one copy of which he will send to the Commanding Officer of the vessel, and the other will be forwarded, through the Commanding Officer, to the Surgeon of the Fleet. **Report after an action.**

13.

Whenever any person on board shall receive any wound or injury which may probably entitle him to a pension, he will report the same to the Commanding Officer in writing, before the person is removed or discharged. Medical Officers are forbidden to give unofficial certificates of ill health; or of inability to perform duty. **If an injury is received by any one.**

14.

He will, when directed by his Commanding Officer, have the boats attending the ship with articles of food for sale examined, and if they contain articles the use of which would, in his opinion, be injurious to the crew, he will represent the same to him. **Examination of eatables for sale.**

15.

The journal of his daily practice will be subject to the inspection of the Surgeon of the Fleet, and will be forwarded, as directed for correspondence, to the Department. **Journal of practice.**

16.

When practicable, persons sent to a hospital or a hospital-vessel are to be accompanied by a Medical Officer, and the Surgeon will send with them a statement of their diseases or injuries, with a synopsis of treatment, according to the forms prescribed. **Persons sent to a hospital.**

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17.

Inspection of provisions and water, and report of everything militating against the health of the crew.

He will, if required, inspect the provisions of the crew, and report to the Commanding Officer should he discover any that are unsound. He will also cause the purity of the water to be tested before it is received, and will make known to him any want of care or cleanliness in the preparation of food for the crew, or any instance of neglect with regard to it of which he may be cognizant. He will make known to the Commanding Officer everything conducive to, or militating against, the general health and comfort of the ship's company.

18.

To whom the professional services of Medical Officers are due.

The professional services of Medical Officers attached to any vessel or station of the Navy are due only to those persons connected with such vessel or station, to passengers on vessels of war, and persons on board of vessels in distress when out of reach of medical aid.

19.

Duties of Passed and other Assistant Surgeons.

Passed and other Assistant Surgeons will perform all professional duties which may be required from them, and conform to the instructions given by the Surgeon of the vessel, be unremitting in their attentions to the comfort and cleanliness of the sick, and exact from those under their direction a rigid performance of their duties.

20.

Medicines.

They will personally see that medicines are properly weighed, measured, and labeled for distribution.

21.

In Flag Ships or in absence of Surgeon,

In the absence of the Surgeon, and in Flag Ships, the Senior Assistant will perform the duties of Surgeon.

SECTION XII.—*Paymaster of the Fleet and other Pay Officers.*

1.

When a Pay Officer is detailed to discharge the duties of Paymaster of the Fleet, he will be attached to the Flag-Ship, and his duties will be as follows, under the orders of the Commander-in-Chief:

General supervision over Paymasters of the Fleet.

I. To exercise a general supervision over all Pay Officers of the fleet or squadron.

Account of stores.

II. To keep an account of stores on board the store-vessels, and at dépôts on shore.

Examine all returns, requisitions, &c.

III. To receive and examine all requisitions and communications from the Pay Officers of the Fleet, addressed to the Secretary of the Navy, the Bureaus of the Department, or the Commander-in-Chief, and to forward the same with such recommendations as may appear to him necessary for the information of the Commander-in-Chief.

Stores on hand.

IV. To keep him informed of the quantities and condition of the Paymaster's stores in the fleet or squadron.

Draw money for fleet.

V. To draw all money for the fleet or squadron, and pay out the same on requisitions duly approved. When he is also Paymaster of the Flag-Ship, he will not use for that ship any money so drawn except on approved requisitions, and the Paymaster of the Fleet's accounts will be kept separate from those of the Flag-Ship.

Make recommendations.

VI. To make such recommendations to the Commander-in-Chief as will, in his opinion, tend to promote efficiency, uniformity, and economy in his department of the service.

Other duties of his position.

VII. He will perform such other duties relating to his position as may be assigned him.

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2.

He will not make an inspection or an examination of the Paymaster's Department on board any vessel of the squadron without the order to do so, in writing, from the Commander-in-Chief, and such order must be presented to the Commander of the vessel on board which the inspection or examination is to take place. Inspection of Paymaster's Department.

3.

The detail of officers of the Pay Corps for any service will be made by the Chief of Staff. Detail made by.

Pay Officers.

4.

A Pay Officer, when ordered to a vessel, will, in addition to the duties prescribed in the "Instructions for the government of Inspectors in charge of stores, Naval Storekeepers, Paymasters, and Assistant Paymasters," and in the "Rules in regard to the transaction of business at the Office of the Fourth Auditor," carefully examine the bread-rooms, store-rooms, and issue-room, and report immediately to the Commanding Officer any defect in their arrangement or construction. When ordered to a vessel.

5.

He will make requisitions for money and for such provisions, clothing, small-stores, and other articles as may be needed; such requisitions being at all times subject to the approval of the Commanding Officer, and to the revision and approval of the senior officer present. Requisitions for money, &c.

6.

When he presents a requisition for money for the approval of his Commanding Officer, or such officer directs him to prepare a requisition for his approval, he will present a statement of the amount of public money then in his possession. Statement of money on hand.

7.

When any barrels or packages in which provisions or other stores have been received on board shall have been emptied, they shall, if they cannot be returned to a navy-yard or station, be disposed of by the Pay Officer to the best advantage. If sold, the amount received for the same shall be reported and accounted for by him in the same manner as other public moneys; and all articles so sold and the amounts received shall be entered in the log-book, and an approved account of sale forwarded to the Bureau of Provisions and Clothing. Paymaster's Empty barrels, &c.

8.

In all cases where a Pay Officer has received, or has been authorized or directed to pay over, any public money without the previous knowledge or sanction of his immediate Commanding Officer, it will be the duty of such Pay Officer to report to him forthwith the amount received or paid, and the authority under which he acted. Money, if received or paid without the knowledge of Commanding Officer.

9.

No money which may be placed in charge of a Pay Officer by order of, or authority from, his Commanding or Superior Officer, or of the Treasury or Navy Department, is to be used or paid without the sanction or approval of either his immediate Commanding Officer, the Commander of the squadron or station to which he belongs, the Fourth Auditor of the Treasury, the Second Comptroller of the Treasury, or the Secretary of the Navy. Money not to be paid without the approval of the Commanding Officer.

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10.

Deposits by enlisted men.

All funds deposited by enlisted men as security for their return from absence on leave, and forfeited by their desertion, and any bounty-money or advanced pay refunded by minors or others discharged from the service, will be deposited by the Pay Officer with the nearest United States assistant treasurer; the advance pay to the credit of pay of the Navy, and the bounty and other money to the appropriation for naval bounties. The certificate of deposit, in the case of advanced pay, is to be transmitted to the Department, and in other cases to the Bureau of Equipment and Recruiting, to be sent to the Fourth Auditor of the Treasury.

11.

Provisions, &c., not to be sent out of the vessel, except.

No provisions or articles for which the Pay Officer is responsible are to be sent out of a vessel, except by an order from her Commanding Officer, given in writing.

12.

Articles of inferior quality.

He will report to the Commanding Officer any articles received in his department that he may consider of improper quality, deficient in quantity, or requiring additional means for their preservation.

13.

Authorized advances.

Authorized advances to officers are made by the Pay Agent attached to the station where they are fitting for sea. (In this, as in all other special duties of pay officers, see Paymasters' Instructions.)

14.

Changes not to be made on pay-roll other than by.

He will make no changes upon the pay-roll of the vessel unless he shall receive written information from the Commanding Officer of the promotion, resignation, dismissal, or death, or an order for the discharge, transfer, or change of rating of any person borne upon it.

15.

Accounts of those transferred.

The accounts of men transferred will be made out in conformity with the regulations of the Treasury Department, and must accompany the men. They are to be sent by the Pay Officer making the transfer to the Pay Officer of the vessel, yard, or station to which the transfer is made, who will, after comparing them, receipt one copy and return it to the Pay Officer who made the transfer, as a voucher for the settlement of his accounts; the transfer of accounts must, in all cases, be made through the Commanding Officers.

16.

Issue of clothing, &c.

The Pay Officer will only issue clothing, small-stores, and money to petty officers and persons of inferior ratings, in such quantities or sums, and at such times, as shall be directed in writing by the Commanding Officer; and all issues made must be receipted for, at the time, in the presence of a commissioned or warrant officer, and the receipts be witnessed by him.

17.

Purchase of clothing abroad.

Whenever it is necessary upon foreign stations to purchase clothing, the articles must be, as nearly as possible, of the description and quality furnished by the United States; and no more is to be purchased than sufficient to meet the exigency.

18.

Articles furnished in bales or packages.

When articles are furnished from United States store-houses in bales, packages, or casks, they need not be opened to ascertain their contents, but the Pay Officer will receipt for them according to their marks, and when opened, it is to be done in the presence of an officer, and the contents com-

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pared with the invoice, and, if found to vary, a survey must be held to authenticate the fact.

19.

Articles of clothing and small-stores, which are found by a survey to be damaged, may be valued by the surveying-officers, and issued by the Pay Officer at the reduced prices in the same manner as other clothing.

Articles condemned by survey.

20.

He will not pay money to any person in debt to the United States except for stopped rations.

No payments to persons in debt, except.

21.

He will make no change in the daily allowance of provisions except by the written order of the Commanding Officer.

No change in daily allowance of provisions, except.

22.

He will make, when required, monthly reports to the Commanding Officer of all expenditures of provisions; quarterly reports of the expenditures of money, clothing, and small-stores, and of the quantity of each kind remaining on board, and the length of time for which there is a supply. He will also transmit, through his Commanding Officer, to the Paymaster of the Fleet, at the end of each month, a statement showing the amount of money and stores on hand in his department, and also how long such stores will last if at sea; and also a triplicate quarterly account-current, with abstract of purchases.

Monthly and quarterly reports of.

23.

Having received the effects of any person who may have died, deserted, or been captured, together with an inventory of the same, he will carefully preserve them until directed by the Commanding Officer to deliver them to the heirs or representatives of such person, or to sell at public auction the effects of deserters, or persons who may have died in debt to the United States.

Effects of persons deceased.

24.

When the stores on hand will admit of it, without an undue reduction of any article, he will, when ordered by the Commanding Officer, issue to officers' messes such articles of the public stores as they may require for their own use on board, at ration prices.

Stores to officers' messes.

25.

Where there is no Pay Agent, traveling-expenses incurred by an officer under an order of the Navy Department will be paid by the Pay Officer upon the order of the Commanding Officer of the station.

Where there is no Pay Agent he will pay traveling-expenses.

26.

The Pay Officer will furnish clothing and small-stores to marines when embarked, upon a requisition signed by the Commanding Officer of the Marine Guard and approved by the Commanding Officer of the vessel.

Clothing and stores to marines.

27.

He will furnish to the Paymaster of the Marine Corps a statement of the account of any marine whose name is borne upon his books, who may die, desert, or be transferred to a shore-station.

Settlement of the account of any marines who may die, &c.

28.

When attached to a Receiving-vessel, he will receipt for the transcript lists of all recruits considered fit for service, and certify that he has charged to them the amounts rendered as advance by the Recruiting Officer.

Attached to a Receiving-vessel. Receipt for recruits.

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29.

Orders to furnish articles to those in debt to be preserved.

He will preserve as vouchers all orders given by Commanding Officers of receiving-vessels to furnish clothing or small-stores to persons indebted to the United States.

30.

Paymaster in charge of stores to make all purchases.

In foreign ports where a Pay Officer in charge of stores is stationed, whether on shore or on board a stationary store-ship, all requisitions for stores will be made upon him, and all purchases in open market will be made by him, unless otherwise directed by the Commander-in-Chief of the squadron.

31.

Water to be invoiced to the department issuing it.

When water is purchased for drinking and cooking purposes, it will be invoiced to the Pay Officer of the vessel requiring it as provisions, and will be receipted for by him. The Pay Officer will then invoice it to the officer having charge of, and issuing, the water; taking receipt for the number of gallons. When water is required for other purposes, it will be invoiced to the officer requiring the same, who will receipt for it, and the bills will be made out under the appropriate Bureau and appropriation.

32.

Pay Officer of the vessel will make purchases in absence, &c.

In the absence of the Paymaster of the fleet, and when in foreign ports where there is no Pay Officer in charge, on shore, or on board of a stationary store-ship, the Pay Officer of the vessel will make all necessary purchases, subject to the approval of the Commanding Officer.

33.

Paymasters' clerks and yeomen not to perform other clerical labor, except.

The clerks and yeomen of the Pay Department are not to be required to perform clerical services for any other than the Pay Officer of the vessel except in cases of emergency, to be approved by the Commanding Officer.

34.

Negotiating bills of exchange.

In the absence of the Paymaster of the fleet, if, in the opinion of the Commanding Officer, a delay would be detrimental, he will draw and negotiate bills of exchange in conformity with the following instructions of the Secretary of the Navy:

I. When a Pay Officer is ordered to a vessel going to or already on a foreign station, it becomes his duty before leaving the United States to make written application to the Secretary of the Navy for authority to draw bills of exchange to supply himself with funds for disbursement during his cruise. No Pay Officer will draw bills without such express authority, and, if not a Paymaster of the Fleet, only in cases of absolute necessity, and when absent from that officer.

II. When such authority is granted, the Pay Officer will be duly notified by the Secretary, who will also direct the Paymaster-General to forward to him a book containing blank sets of bills, with a sufficient supply of Paymaster's forms, numbers 18, 19, and 20, for the letters of advice and accounts of sale.

III. The bills will be kept in the Pay Officer's exclusive possession, and all remaining at the end of the cruise will be returned immediately to the Paymaster-General, with a letter stating the exact number of blank sets. If relieved during the cruise, he will take a receipt from his successor, and make a similar report to the Paymaster-General.

IV. Immediately upon receiving authority to draw bills, the Pay Officer must forward to the Secretary of the Navy specimens of the official signatures, on a separate blank sheet, of himself and of the Commanding Officer in whose name he is required to draw, to be transmitted by the Secretary to the foreign agents of the Department.

V. Bills must invariably be made payable to the order of the Commander-in-Chief of the station if the vessel is a flag-ship, or of the Commanding

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Officer of the vessel, if otherwise; and his indorsement on the bills is taken as his approval of the Pay Officer's act in drawing them.

VI. When a Pay Officer needs funds for which he will have to draw exchange, he will inform the indorsing officer of the fact, and upon receiving his sanction for the amount he will, before selling his bills, make such diligent inquiry of bankers, merchants, or others as will enable him to negotiate them upon the best terms as to rates, kind of money, and their time and place of payment.

VII. Bills will be drawn either upon the foreign financial agents of the Navy Department, or upon the Secretary of the Navy, and also at such time after sight as may be most advantageous to the Government, and as many different sets may be drawn to make up the whole sum required as may be most easily negotiated, or as the purchaser or purchasers may request for their accommodation.

VIII. Before leaving a port, the Pay Officer should fully inform himself of the probable course of exchange and facilities for drawing in the places he expects to visit, and also as to the coins usually current there, so that he may know when and where to draw most favorably, and may avoid, as far as possible, taking away from a port, either at home or abroad, coin which can only be used elsewhere at a disadvantage.

IX. Immediately after negotiating any bill of exchange, the Pay Officer is required to transmit to the Secretary of the Navy letters of advice, according to form 18, of which the original (so marked) is to be forwarded through the proper channels by the earliest opportunity, and the duplicate (also marked) similarly forwarded by the next succeeding mail. When the bills are drawn upon the Secretary, a triplicate letter should also accompany each different set.

X. Whenever bills are drawn upon the foreign agents, letters of advice to them, according to form 19, must also be made in duplicate for each set, of which the original is to accompany the bills, and the duplicate to be sent direct by the earliest opportunity.

XI. For each series of bills an account of sale and letter of advice, according to form 20, must be forwarded to the Fourth Auditor as soon as the bills are negotiated, and the account of sale must include the certificate of two respectable merchants resident at the place where the bills were sold, stating the current rates of exchange at that time upon London and New York, and in what money payable.

XII. Unless otherwise especially directed, all bills of exchange must be drawn under the appropriation for "Pay of the Navy" for the current fiscal year.

XIII. The following instructions, suggested by the accounting-officers of the Treasury, as to the proper mode of accounting for and paying out the proceeds of bills of exchange, will hereafter be strictly observed by the Pay Officers of the Navy:

XIV. When bills are made payable in United States money, or are sold for such otherwise than at par, the entries in the cash-accounts should be so made as to show not only the net amount actually received by the Pay Officer, but also the face-value, and premium obtained or discount charged thereon.

Examples.—First. "Proceeds of bill No. 10 for $10,000, U. S. coin, at 5 per cent. premium = $10,500."

Second. "Proceeds of bill No. 12 for $10,000, U. S. coin, at 3 per cent. discount = $9,700."

XV. When bills are drawn, or the proceeds thereof are received in foreign money, the entries in the cash-accounts should show the amount and kind of money drawn for, and the amount and kind of money received, both at its local current value as to the money drawn for, and its legal value in United States money, as thus:

"Proceeds of bill No. 20 for £1,000 0*s.* 0*d.*, sterling, received in francs, at fr. 24.85 per £ = 24,850 francs, at $19\frac{3}{10}$ cts. = $4,796.05."

XVI. The legal value in United States money of the standard foreign coins is required by law to be annually proclaimed by the Secretary of the

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Treasury on the first day of January, and Pay Officers are hereby required to keep themselves supplied, by timely application to the Fourth Auditor, with the official circulars containing this information.

XVII. All foreign coins received will be charged to and paid out by Pay Officers at the legal valuation thus fixed, without regard to its local valuation where received or paid out.

35.

An Assistant Paymaster on duty with a Paymaster.

Wherever there is an Assistant Paymaster on duty as an assistant to a Paymaster, he will be considered in the place of a clerk or writer, and the clerical force will be reduced accordingly.

SECTION XIII.—*Chaplain.*

1.

Deportment expected to be.

A clergyman appointed Chaplain in the Navy of the United States must consider it his duty that the morality of his conduct and the propriety of his manners are such as become his sacred office, and such as shall inspire officers and crews with reverence and respect toward him.

2.

Divine service.

He will perform Divine service and offer prayers at such times as the Commanding Officer may designate.

3.

Instruction in religion.

He is to instruct, in the principles of the Christian religion, the boys and such other persons as the Commander of the vessel may commit to his care.

4.

Superintend instruction of boys, &c.

Should there be no Schoolmaster on board, he is to apply to the Commanding Officer to detail an intelligent and well-disposed person of the crew to instruct, under his direction, the boys and others desiring it, belonging to the vessel, in reading, writing, and the elementary rules of arithmetic, and he is frequently to examine the boys and report from time to time to the Commanding Officer those whom he may find to be diligent and well-disposed, in order that they may be suitably encouraged and rewarded.

5.

Visiting the sick.

He is, with the consent of the senior Medical Officer, to visit the sick and afford them consolation.

6.

Reports.

He is to make to his Commanding Officer, on the first of January, April, July, and October, a report of the duties performed by him during the previous three months, and also a similar condensed report at the end of the cruise.

CHAPTER VI.

GENERAL INSTRUCTIONS.

1.

General orders and circulars of the Navy Department to be preserved.

All officers are directed to preserve a copy of each general order and circular issued by the Navy Department. Copies of these will be sent by the Department to the Commanding Officers of squadrons and stations, for distribution to those under their command, and when these are not received the officer will make application for them to the Chief of Staff, if abroad, or to the Commandant of the station on which he is serving, if within the United States. Officers not on duty will make application for them to the Navy Department.

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2.

If any person in the Navy considers himself oppressed by his superior, or observes in him any misconduct, he is not to fail in his respect to him, but is to represent such oppression or misconduct to the proper authority. But he will be held accountable if his representations should be found vexatious, frivolous, or false.

Persons considering themselves aggrieved to make representation to the proper authority.

3.

If any person has knowledge of any fraud, collusion, or improper conduct on the part of any agent, contractor, or person employed in matters connected with the naval service, he will report the same, in writing, to the proper authority, specifying the particular acts of misconduct and the means of proving the same. No anonymous correspondence will ever be noticed.

Report of knowledge of fraud, &c.

4.

If an officer receives an order from a superior contradicting one from another superior, or contrary to any instructions or orders he has received from the Department, he will represent the facts in writing to such superior. If, after such representation, the superior shall insist upon the execution of his order, it is to be obeyed, and the officer receiving and executing it is to report the circumstances to the one from whom he received the original order.

If an order should be received contradicting the one under which an officer is acting.

5.

Every officer who shall divert another from any service upon which he has been ordered by a common superior, or require him to act contrary to the orders of such superior, or interfere with those under his command, must show to the Department, or to the officer under whose command he may be acting, that the public interest required the procedure.

All orders countermanding a written order must be given in writing.

Should an officer divert another from the service on which he has been sent.

6

No person shall, withont the authority of his superior or Commanding Officer, absent himself from his duties or exchange with another for their performance. All commissioned officers of the Navy attached to a vessel of war, when desiring leave from the ship, shall obtain the required permission from the Commanding Officer, and upon their return report the same to him through the Officer of the Deck.

Exchange of duties not permitted.

Commissioned officers obtain leave from Commanding Officer.

7.

Boats shall not be regarded as being on detached duty while engaged in the ordinary service of the ship. Unless specially fitted for an expedition, or separated from the ship, they will be regarded as attached to her, and no officer in such cases shall assume authority as on detached duty.

Boats not regarded as on detached duty unless.

8.

No deviation shall be made from the directions of the Navy Department in relation to the construction, repair, arrangement, armament, or equipment of vessels without its previous sanction, or, in cases of absolute necessity occnrring abroad, of the Commander-in-Chief, or of the senior officer present, and then the nature of the alteration, repairs, and costs is to be reported to the Department at the earliest moment. Nor shall any change be made in the fixtures or furniture of officers' apartments.

Noalteration permitted in vessels unless sanctioned by.

9.

Every officer is to avoid all unnecessary expenditure of public money or stores, and, as far as may be in his power, to prevent the same in others, and to encourage the strictest economy consistent with the interests of the service. All persons will be held answerable for any wasteful or improper expense that they may direct, authorize, or knowingly permit.

Responsibility of expenditure of public money and stores.

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10.

Where a robbery occurs.

In case of robbery, or on the discovery of the loss of money or other public property, the person responsible for its custody will immediately report the occurrence to the senior officer present, who will order a board of three officers to investigate the case, and to report fully all the circumstances connected therewith, which report will be forwarded to the Secretary of the Navy.

11.

Public stores not to be appropriated to private use.

No article of public stores is ever to be appropriated to the private use of any person not in distress without the consent of the Navy Department or the order of the senior officer present, who will give to the Department information of every case that may occur, together with the attending circumstances, and he will be careful to take the best security for indemnity to the Government.

12.

Store-rooms not to be used for.

No store-room, office, or issuing-room is to be used for any purpose other than for the public service for which it is allotted, nor are any articles belonging to individuals to be kept in them.

13.

Supplies may be furnished to vessels in distress.

Merchant-vessels in distress, or remote from supplies, may be furnished with such as can be spared, but receipts in triplicate are to be taken, the original of which is to be retained by the officer from whose department the stores or provisions have been furnished, and the duplicate and triplicate forwarded, by different opportunities, to the Secretary of the Navy. Cash payments may be received if practicable; if otherwise, a bill of exchange must be obtained, to be drawn by the master on the owners, payable to the order of the Secretary of the Navy, and its first and second forwarded by different opportunities; the address of the owners to be stated, and the value of the provisions and stores is to be calculated at their invoice prices. In cases of extreme distress, gratuitous assistance is to be offered.

Supplies furnished to foreign ships of war.

Supplies will be furnished to foreign ships of war when requested, so far as can be spared, proper receipts being taken from the commander of the foreign ship and forwarded as above directed. In any case of thus furnishing stores or provisions, Commanding Officers will give written orders to the officers from whose departments they are to be issued.

14.

Repairs on merchant-vessels by mechanics of the Navy.

Mechanics on board vessels on foreign stations may repair vessels of the merchant-service of the United States in cases where a refusal to do so would impose injurious delays or greatly increase their expenses. For their services they shall receive such compensation as their Commanding Officer may regard fair and equitable. No officer in the Navy is ever to claim or receive any compensation for such services. Assistance may be rendered to foreign vessels on similar terms by permission of the senior officer.

15.

No person in the Navy is to be interested in contracts.

All persons employed in the Navy are prohibited from having any interest whatever in purchases or contracts for supplies for the Navy, or in any works pertaining to it, nor shall they receive, directly or indirectly, any emolument or gratuity from any contractor or other person furnishing supplies, nor act as agent or attorney for any such persons.

16.

Lights and fires.

All lights and fires, except those specially allowed by the Commanding Officer, or the lights used in the wardroom, steerages, and warrant-officers' apartment, shall be extinguished at tattoo. The wardroom-lights shall be extinguished at 10 p. m., and all others at 9 p. m., unless otherwise allowed in special cases. No light shall be left unattended in any apartment unless

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it be in a lantern, properly secured. No uncovered lights shall be used in any store-room or in the hold, nor shall spirit-lamps, explosive oils, or friction-matches be allowed on board.

17.

Gambling is prohibited on board vessels, in navy-yards, and at all places belonging to or under the control of the Navy Department; nor will any card-playing be permitted on the decks or in the steerage or wardroom of any vessel of the Navy. **Gambling.**

18.

Officers are prohibited from borrowing money, accepting deposits, or having any pecuniary transaction with enlisted men or appointed petty officers. The Pay Officer of the vessel will receive deposits of money from the crew at the risk of the depositors, it being so stated in the memorandum which the Pay Officer is authorized to give; and he is to take every precaution for its safe-keeping. **Deposits from crew, or any pecuniary transaction with enlisted men.**

19.

Should an officer incur debts without a reasonable expectation of discharging them, or leave any port without paying or providing for the payment of every debt he may have incurred, his conduct, when brought to the knowledge of his Commanding Officer, shall be reported to the Commander of the fleet or squadron and to the Secretary of the Navy. **Incurring debts.**

20.

Officers of the Navy not on duty are to keep the Department at all times advised of their address. **Address of officers.**

21.

Officers on being detached from duty will inform the Department of their intended place of residence, and notice must be given of any contemplated change before it is made. **Residence of officers.**

22.

Officers will promptly acknowledge the receipt of orders, and also inform the Department on their having reported in obedience to them. **Acknowledgment of orders.**

23.

An order from the Navy Department to an officer to leave his domicile for duty, fixing no date and not expressing haste, will be obeyed by leaving within four days after its receipt; if the order reads "without delay," he will leave within forty-eight hours; if "immediately," within twelve hours; and all officers are required to indorse on their orders the date and hour of their receipt. **Explanation of the expressions in orders.**

24.

Officers serving afloat, or traveling in foreign countries, will communicate to the Commander-in-Chief of the squadron or to the Secretary of the Navy any information that may be useful to the Government. **Reports of useful information.**

25.

No officer under arrest, suspension, or furlough will leave the State or Territory of which he is a resident, or visit the Navy Department, without the authority of the Secretary of the Navy. **An officer under arrest not to leave State or Territory.**

26.

No person will use language which may tend to render officers or others dissatisfied with any service, or to diminish their confidence in or respect due to their superiors in command; and it shall be the duty of every officer who may hear any such language to suppress it, and report it immediately to the proper officer. **Language tending to render any one dissatisfied forbidden.**

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27.

Remonstrance against orders, &c., forbidden.

Combinations for the purpose of remonstrating against orders, or complaining of details of duty or of service, are forbidden, and no person is to delay obedience to an order for the purpose of remonstrating or complaining.

28.

Presents and testimonials forbidden.

Presents from inferior officers or from crews to their superiors, and all votes, resolutions, or testimonials, whether of praise or censure, are forbidden; and no person belonging to or employed in the Navy will accept any gift or testimonial from any person employed in any situation under the control of the Navy Department.

29.

Written testimonials of the conduct of officers.

Written testimonials of the conduct of officers and others are only to be given by their Commanding Officer, and, in case of Commanding Officers themselves, by the Commander of the squadron. All such are to be addressed officially to the Secretary of the Navy, and forwarded to the Department. In case of officers who are required to furnish testimonials on presenting themselves for examination, such testimonials will be directed to and sent to the Department, and certified copies given to the individuals.

30.

Information of naval operations not to be given.

Intelligence respecting any contemplated naval or military operations, descriptions of naval vessels or armaments, their destination, or the names of such as are under repair or fitting for sea, or any information that can be used to the injury of the Government, is prohibited.

31.

Publications relating to naval operations forbidden.

All publications or communications in private letters, relative to military or naval operations, the movements of ships or of distinguished officers, or containing information of any kind that can be used by the enemy, are forbidden.

32.

Publications of either praise or censure forbidden.

Publications relating to private transactions or having in view the praise or censure of any person in the naval service are prohibited.

33.

The discussion of matters pertaining to the Navy in the public prints forbidden.

Officers and all persons belonging to the Navy are forbidden to discuss matters pertaining to the Naval Service in the public prints, or to attempt any legislation for the Navy other than through and with the approval of the Navy Department. All recommendations, as also any differences which may occur, may be represented to the Bureau of the Navy Department of the corps to which the officer belongs, who, after a discussion of the subject with the Chiefs of the other Bureaus of the Navy Department, will refer the matter to the Secretary of the Navy for his decision.

34.

Officers not to interfere personally to arrest persons intoxicated.

No officer will interfere personally in the arrest and management of intoxicated men more than may be absolutely necessary. The arrest should always be made by persons not above the grade of Petty Officers, and no more violence used than required.

35.

Sheath-knives forbidden.

The use of sheath-knives on board ship is forbidden. Jack-knives will be worn with lanyards and in fobs.

36.

Officers not on duty when on the books of a navy yard for pay.

All officers not on duty whose names are borne on the books of a navy-yard or station for pay will, on the receipt of orders for duty, inclose a copy of them to the Commandant.

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37.

All officers returning from sea, under orders or permission from their Commanding Officer, will, immediately on their arrival in the United States, report in writing to the Department from the place of their arrival, inclosing a copy of the order or permission.

Officers returning from sea by order of their Commanding Officer.

38.

Duty on board a sea-going vessel of the Navy in commission, on board a practice-ship at sea, or on board a coast-survey vessel actually employed at sea, will be regarded by the Department as sea-service.

Definition of sea-service.

39.

No officer or man attached to a vessel on the west coast of Africa will be permitted to be on shore before sunrise or after sunset; this rule to apply also to the Cape Verde Islands. No United States vessel will ascend or anchor in any of the African rivers except upon public service. Boat-excursions up rivers or hunting-parties on shore are forbidden. Vessels, when possible, will anchor at a reasonable distance from shore; far enough not to be influenced by the malaria. Convalescents from fever and other diseases, when condemned by medical survey, are to be sent to the United States with the least possible delay. When the general health of a ship's company shall be impaired by cruising upon the southern or equatorial portion of the coast, the earliest opportunity will be given them to recruit, by transferring the ship, for a time, to the windward islands of the station. Boat and shore duty, involving exposure to sun and rain, is to be performed, so far as the exigencies of the service will permit, by Kroomen employed for that purpose. All possible protection from like exposure is to be afforded to the ship's company.

Regulations to be observed on the west coast of Africa.

40.

All "slush" which may not be required for the use of the vessel or the messes of the men shall be sold and the proceeds paid over to the Paymaster, who shall receive, disburse, and account for it, under the direction of the Commanding Officer, for the following purposes, viz: For musical instruments and music, exclusive of that for the band; for furnishing rough clothing for the Cook and his assistants, and for the Captain of the Hold; for books, newspapers, and periodicals, and such other purposes as may add to the comfort of the crew.

Slush.

41.

Whenever any articles are sold abroad, it is ordered that all port-regulations or custom-house laws shall be complied with.

If articles are sold abroad.

42.

All mail-matter conveyed is to be delivered, immediately after the arrival in port, to the postmaster.

Mails.

43.

Families of officers or of others are not allowed to reside on board national vessels nor to become passengers, unless by the written permission of the Secretary of the Navy.

Families not permitted on board, except.

44.

Women are not to be taken to sea from the United States without permission in writing from the Secretary of the Navy, nor, when on foreign service, without the express permission of the Commander-in-Chief, given in writing, and then only to make a passage from one port to another.

Women not to be taken to sea, unless.

45.

No sea-faring man, not being a citizen of the United States, shall be admitted or received as a passenger in a foreign port without permission, in writing, from the officer, having authority, of the country of which such sea-faring man is a citizen.

Sea-faring men, foreigners, not to be received as passengers, unless.

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46.

Officers requested to forward information, &c.

Officers of the several branches of the naval service are requested to collect, and forward to the Navy Department, all information on professional subjects, and also in any branch of natural science, which may come under their observation.

Their opportunities are excellent, and it will be gratifying to the Department to see that they are availed of; the results obtained will be forwarded to the respective Bureaus for publication, when thought of advantage either professionally or to science.

47.

An officer relieved at his own request, &c.

Whenever an officer at sea, or ordered to sea, shall be relieved at his own request or instance, he shall have no claim for shore-duty until he shall have made a cruise of the usual length.

When an officer shall be transferred from one shore-station to another, the time spent at all the several stations shall be put together and counted as his term of shore-service, at the expiration of which he must, at all times, hold himself in readiness to join a ship without delay.

It is proper that junior officers should have the opportunity to acquire, as rapidly as possible, the requisite experience at sea, and that the more constant and severe duties of the service should devolve upon them; they must therefore expect little employment on shore, and must, at all times, hold themselves ready for sea-service.

All officers are reminded of the impropriety of seeking to evade their proper tours of professional duty, on personal considerations or through the intervention of influential friends, thus seeking to impose upon others service which it is their own duty to perform, and perhaps hardships and dangers which belong of right to themselves.

48.

When gold, &c., is taken as freight.

When gold, silver, or jewels shall be placed on board any vessel for freight or safe-keeping, the Commanding Officer shall sign bills of lading for the amount and be responsible. The usual percentage shall be demanded from the shippers, and its amount shall be divided as follows: One-fourth to the Commander-in-Chief; one-half to the Commander of the vessel; one-fourth to the Navy pension-fund. But in order to entitle the Commander-in-Chief of the squadron to receive any part of the amount, he must have signified to the Commander of the vessel, in writing, his readiness to unite with him in the responsibility for the care of the treasure.

When a Commander-in-Chief does not participate in a division, then two-thirds shall inure to the Commander of the vessel, and the remainder to the pension-fund.

49.

Sunday observance.

Sunday shall be observed on board of all vessels, at stations and at yards, in an orderly manner. All labor or duty will be reduced to the measure of necessity. The religious tendencies of officers and men are to be encouraged, and suitable times and places will be assigned for divine service.

50.

After reporting, to report to Bureau of Navigation.

Officers ordered to duty on board of a vessel in commission will, immediately after reporting, report the fact and date to the Bureau of Navigation, Office of Detail.

51.

Errors in allowance-book to be reported.

All Commanding Officers will communicate to the appropriate Bureau any faults in the book of allowances, as ascertained from its actual use, and any suggestions that, in their opinion, would tend to its perfection.

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52.

No officer is to order into service or to assign to duty any officer who is on leave of absence or furlough, or make any change in the distribution or arrangement of officers established by the Secretary of the Navy, except in cases of emergency, and then he will report such to the Department without delay.

Officers not to be ordered into service other than by the Navy Department, unless.

53.

All Commanding Officers, afloat or on shore, will forward to the Department at the end of each month reports of all suspensions, arrests, or confinements of officers under their command, made out in accordance with the annexed form.

Report of suspension.

UNITED STATES,
——, ——— —, 18—.

Monthly report of all officers who have been placed under suspension, arrest, or in confinement within the limits of this station for the month ending ———.

Name.	Rate or rank.	Suspensions, arrests, or confinement; and if the latter, its nature.	By whose order.	Date.	Remarks.

——— ———,
Commanding.

——— ———,
Secretary of the Navy, Washington City.

54.

All reports or charges against officers or men attached to vessels on foreign stations are to be investigated or tried on the station. Vessels are never to be ordered to the United States with reports or charges pending to be tried by the Navy Department, excepting in cases, as heretofore provided, where a sufficient number of officers of proper rank cannot be obtained on the station to try the accused.

Vessels not to be ordered to the United States with charges, &c., pending.

CHAPTER VII.

DUTIES OF MASTER-AT-ARMS, PETTY OFFICERS, AND CREW.

SECTION I.—*Master-at-Arms.*

1.

The Master-at-Arms, the Chief of Police, and the Chief Petty Officer will exercise a strict surveillance over the conduct of the crew, particularly upon the berth-deck. He will superintend the berth-deck messes, maintain order and cleanliness, report to the Officer of the Deck any violation of the regulations, and will see that the mess-bills are made out on the last day of each month.

Will be watchful over conduct of crew &c.

2.

He will keep an account of the offenses committed by, and punishments awarded to, Petty Officers and persons of inferior ratings, and at 9 a. m. daily he will hand to the Aid or Executive, for the Commanding Officer, a report of persons confined, stating their offenses, with the manner and date of confinement.

Will keep punishment-book, &c.

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3.

In case of danger, to release prisoners.

In case of fire or any sudden danger he will release all prisoners instantly, reporting to the Executive Officer.

4.

To see lights out and store-rooms locked.

He is to see the hold and all store-rooms locked at the appointed hour, that no lights are left in them, and on returning the keys he will report the same to the Aid or Executive Officer. And at the specified hours he will see all fires and lights extinguished, reporting the same, and that during the night none are burning except those authorized.

5.

To prevent smuggling liquor, &c.

He, with the Ship's Corporals, will be vigilant in preventing the smuggling of liquor, in examining boats or lighters to ascertain that no improper articles are brought on board or carried away, and that none of the crew leave in them without authority.

6.

Before opening the magazine.

When the magazine is to be opened he is to see that fires and lights are extinguished as required, and report such to the Officer of the Deck.

7.

Lantern for lighting pipes, &c.

He will have a lighted lantern hung up in a suitable place during meal-hours and after evening quarters until tattoo or the setting of the watch, from which pipes or cigars are to be lighted; neither are ever to be lighted at the galley or on the berth-deck.

8.

Account of absentees.

He is at all general musters of the crew to account for absentees.

9.

To secure the property of persons deceased.

Immediately upon the death, desertion, or capture of any of the crew he will secure their property and, after the inventories are made, deliver the same to the Pay Officer, and if sold he is to be present; should any of the crew absent themselves without leave, he will take charge of their effects till otherwise ordered.

10.

Ship's Corporals.

Ship's Corporals are subordinate to the Master-at-Arms, and will assist him in the performance of his duties. In the absence of the Master-at-Arms, the senior Ship's Corporal will discharge his duties.

SECTION II.—*Petty Officers and Crew.*

1.

Ship's Yeoman, responsibility.

The Ship's Yeoman will receipt and be responsible for all stores that are placed in his charge in the general store-room.

2.

To observe regulations regarding lights.

He will see that all regulations respecting lights in the store-room are strictly observed, and that every precaution is taken against fire or other accidents. He will never suffer private stores of any kind to be kept in the store-room.

3.

Accounts according to prescribed forms.

He will keep the accounts, according to the forms prescribed, of all receipts, expenditures, conversions, or transfers in the respective departments, specifying the time, place, and the person from whom the articles were received, to whom and for what purpose delivered, and, if converted to other purposes than those for which received, by whose order; and he will present them weekly to the Aid or Executive Officer.

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4.

He will exhibit the abstract expense-books to the Commanding Officer within the first week after the end of each month, which will be approved by him if correct. Abstract expense-books.

5.

He will, when a vessel is to be paid off, present to the Commanding Officer his books, to be returned into the Navy store, and an abstract statement of the total quantities of articles which have been received and expended in each year during the cruise, together with those on hand or that have been returned into store, as shown by his books. When the vessel is to be paid off.

6.

Unless ordered by the Secretary of the Navy, the Yeoman will not receive more than three-fourths of his pay until the stores in his charge shall have been examined and found correct, and all losses may be charged to his pay. Not to receive more than three-fourth his pay until.

7.

The regulations governing the Ship's Yeoman are to be equally observed by the Engineer's and Paymaster's Yeomen. They will be held responsible for the proper care of the stores under their charge, and for the good order and condition of the store-rooms. Engineer and Paymaster's Yeomen.

8.

The Petty Officers are required to exhibit a good example of subordination, alacrity, and cleanliness, and to aid their superiors to the utmost of their ability in maintaining order and discipline. They will be allowed such indulgence as the duties of the ship and the nature of the service upon which she is engaged will permit. Petty Officers generally.

9.

All persons composing the crew will yield, on all occasions, a willing, cheerful, and prompt obedience to those placed over them; be especially attentive to their stations and to the instructions they receive; avoid difficulties with each other and all departure from regulations; be always tidy, and contribute all in their power to promote order and discipline. Crew.

CHAPTER VIII.

MARINES WHEN EMBARKED.

1.

When a vessel is ready for the reception of the Marine Guard, the Commanding Officer of the station will direct the Commanding Marine Officer to send the detachment to the designated place of embarkation. Marine Guard ordered on board.

2.

When marines are received on board they are to be entered separately on the books, and are to be in all respects upon the same footing as the seamen with regard to provisions. To be entered separately on ship's books.

3.

The senior Marine Officer will report daily, in writing, to the Commanding Officer of the vessel the state of the guard. Marine report.

4.

The marines are not to be diverted from their appropriate duties, or called upon to coal ship or work as mechanics, except in cases of emergency. Not to be diverted from their duties.

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5.

To be furnished with clothing, &c., by Paymaster.

They will be furnished by the Pay Officer with clothing and small-stores when the Commanding Marine Officer shall certify that they require them and the Commanding Officer of the vessel approves the issue.

6.

Charge of accouterments, &c.

The Commanding Officer of the marine guard is to have charge of, and will be accountable for, the arms, accouterments, and clothing belonging to the marines, and he will be careful to have the whole preserved in the best manner, reporting any injury that may result from the neglect or misconduct of any person, that the amount may be recovered from him.

7.

Marines on joining a vessel to be accompanied by their officers.

A detachment of marines, on joining a vessel of war for sea-service, must always be accompanied by the officers who are attached to it.

8.

Exercises of marine guard.

They will be exercised in the manual of arms and duties of the soldier, and at the great guns of the vessel, by their officers, at such times and places as the Commanding Officer may appoint.

9.

Assigned to the guns.

They may be assigned as parts of guns' crews under the officers of the divisions.

10.

When not on guard.

When not on guard or on duty as sentinels, they are to be subject to the orders of the sea-officers in the same manner as the crew.

11.

Orders to sentinels.

All general orders to sentinels will pass through the Marine Officer. The sentinels on the spar deck may receive special orders from the Officer of the Deck when an emergency requires; but should they be of an important character he will inform the Executive Officer, and, except in case of emergency, all orders to sentinels must be given to them by the Sergeant or Corporal of the guard.

12.

Offenses by sentinels.

Any misbehavior of the marines on guard, or on duty as sentinels, is to be reported to the Officer of the Deck and by him made known to the senior Marine Officer, who will report it to the Executive Officer.

13.

Attention to the comfort, &c., of the marines.

The officer commanding the marine guard will be attentive to the comfort and cleanliness of his men, as well as their soldier-like appearance and efficiency. He will inspect the clothing once a month, and report its condition to the Commanding Officer of the vessel.

14.

Repairs of arms.

If repairs of the arms and accouterments become necessary, the Marine Officer will apply to the Executive Officer for such assistance as can be afforded.

15.

Promotions and reductions.

He, with the approval of the Commanding Officer of the vessel, may reduce non-commissioned officers for misconduct or incompetency, in accordance with the laws for the government of the Navy, and make promotions to supply vacancies; should no Marine Officer be attached to the vessel the Commanding Officer will order such reductions and promotions.

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16.

The clothing, muster-rolls, and other accounts directed by the Commandant of the Marine Corps, will be kept by the officer or non-commissioned officer in charge of the guard, who will forward them, through the Commanding Officer of the vessel, to headquarters. Muster-rolls, &c., of Marine Guard.

17.

When there is more than one Marine Officer attached, one shall at all times be on board for duty, unless upon very particular occasions, to be judged of by the Commanding Officer. They will frequently visit the several posts at night and see that their subordinates are vigilant; and they will state such visits in their morning report. If more than one Marine Officer is on board.

18.

When a vessel is to be put out of commission, the Marine Officer, with the guard, will remain on board until all the officers and crew are detached and the ship turned over to the officers of the navy-yard or station. Going out of commission.

19.

Officers of the Marine Corps are not to exercise command, afloat, over others not of their own corps unless specially authorized by the Commander of a vessel or station for a particular purpose, or when on guard or in the performance of police duties. When serving on shore with a mixed detachment composed of sailors and marines, the marines will always be placed on the right of the battalion without regard to the rank of the officers commanding companies. Exercise of command by Marine Officers.

CHAPTER IX.

APPLICATIONS AND QUALIFICATION—EXAMINATIONS, APPOINTMENTS, REQUIREMENTS FOR PROMOTION.

SECTION I.—*Applications and Qualifications.*

1.

Applications for admission into the Navy can be made to the Secretary of the Navy at any time by the candidate himself, or by his parent, guardian, or friends. No application will be considered unless in accordance with the following rules: Application for admission to the Navy.

2.

All applications must state the age, birthplace, and residence of the candidate, who must also furnish certificates of his moral and physical qualifications. Applications must state.

3.

No person will be appointed an officer in the Navy until he shall have passed a physical and a professional examination. The physical examination will precede the professional, and if a candidate should be physically unfit he will not be examined otherwise. Examinations to be passed before appointment.

4.

A candidate for a Boatswain's appointment must be of correct habits, not less than twenty-one nor more than thirty-five years of age, have been at least seven years at sea, and have served one year of that time as a Petty Officer in the Navy, be a thorough practical seaman, and understand cutting, fitting, and rigging according to regulations, the weighing, catting, fishing, securing, and transportation of anchors and the working of cables, the erection and securing of shears, the handling of purchases, masting ships, securing yards, and be able to write sufficiently to keep an account of stores. For a Boatswain.

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5.

For an acting gunner.

A candidate for the appointment of Acting Gunner must be a seaman of sober and correct habits, not less than twenty-one nor more than thirty years of age. He must understand the manner of fitting magazines and shell-rooms; the manner of stowing and preserving powder, projectiles, fire-works, and all ordnance-stores afloat and on shore; also the manner of handling and securing guns. He must be able to put up all kinds of ammunition, to take impressions of vent and bore, to star-gauge guns, to adjust, verify, and use sights, and to fit all gun-gear.

He must understand and be able to explain all fuses in use in the Navy.

He must be conversant with orders and regulations in regard to the care and handling of all ordnance material, afloat or ashore, and with the charges of powder for guns and projectiles of every caliber.

He must be able to read and write with facility, understand the first four rules of arithmetic and proportion; be able to keep the Gunner's accounts correctly, and he must have made a cruise in a sea-going vessel of war.

6.

Requirements for warrant.

No Acting Gunner will receive a warrant as Gunner until, after making a cruise of not less than one year as Acting Gunner in a sea-going vessel, and after a course of laboratory instruction at the Washington navy-yard, he has passed a thorough examination before a board of Line Officers. He will not be entitled to examination unless he presents commendatory letters from his Commanding Officers. An Acting Boatswain, Carpenter, or Sailmaker is eligible for a warrant bearing the same date as his acting appointment after serving one year at sea; provided the Commanding Officers under whom he has served have certified favorably as to his merits.

7.

For Carpenter.

A candidate for a Carpenter's appointment must be of correct habits; be not less than twenty-one nor more than thirty years of age; be a good ship-wright, understand calking, the fishing of masts and yards, and the quality and strength of timber, how to unship and hang a rudder, to construct and hang a jury-rudder, and be able to write sufficiently well to keep an account of stores.

8.

For a Sailmaker.

A candidate for a Sailmaker's appointment must be of correct habits; be not less than twenty-one nor more than thirty years of age; be a good work-man; be capable of draughting, and understand thoroughly the cutting and making of sails, awnings, hammock-cloths, boom-covers, and wind-sails, and be able to write sufficiently well to keep an account of stores.

9.

For Assistant Engineer.

A candidate for an appointment to the grade of Assistant Engineer must be not less than nineteen nor more than twenty-six years of age; have had not less than two years' service in the fabricating and management of steam-machinery for marine purposes, and must give satisfactory evidence of his skill in such capacity, or have served not less than that period as an engineer on board of a steamer provided with a condensing engine, and have a certificate from the director or superintending engineer as to his ability.

He will be examined in accordance with the forms prescribed by the Navy Department.

10.

For Assistant Naval Constructor.

A candidate for the office of Assistant Naval Constructor must be not less than twenty-four nor more than thirty years of age; must furnish evidence showing that he is a shipwright by profession, that he has been engaged in that business, and must present the certificate of the persons with whom the business was learned, and will be required to pass such examination as the Navy Department may direct.

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11.

A candidate for the office of Assistant Paymaster must be not less than twenty-one nor more than twenty-six years of age. His moral and mental qualifications will be subjects of rigid investigation by a board. For Assistant Paymaster.

12.

A candidate for the office of Assistant Surgeon must be not less than twenty-one nor more than twenty-six years of age. His moral, mental, and professional qualifications will be decided upon by a board. For Assistant Surgeon.

13.

An applicant for the office of Chaplain must be not less than twenty-one nor more than thirty years of age. He must be a regularly-ordained minister. For a Chaplain.

SECTION II.—*Examinations.*

1.

Boards will be ordered for the examination of candidates for appointment or promotion, who will be duly informed of the time and place of meeting. Before proceeding to the examination of any candidate for appointment, the Medical Officers will furnish to the board a certificate of the physical fitness of each candidate. No person will be passed by the medical board who is not free from physical defects and all obvious tendency to any form of disease which would be likely to interfere with an efficient discharge of duty. In the case of an Assistant Surgeon, the board will scrutinize his physical qualifications, and will make a separate report in each case direct to the Department. The board to examine professionally, having received the certificate of the physical fitness of the candidate, will examine him on all the required qualifications; it will grant certificates to those who may be found duly qualified, numbering them in the order of merit; it will also report to the authority convening the board, at the close of a session, the result of all their investigations, and forward the documentary evidence they may have received in relation to the capacity and fitness of those examined. Examinations for appointment or promotion.

2.

Boards for the examination of candidates for appointment or promotion will be composed as follows: For a Mate, Boatswain, Gunner, Carpenter, or Sailmaker, of three Line-Officers, one of whom shall be of or above the rank of Lieutenant-Commander; for Engineer Officers, of three Chief Engineers; for Passed Assistant and Assistant Paymasters, of three Paymasters; for Assistant Naval Constructors, of three Naval Constructors. Officers to compose boards for examination.

3.

No qualified candidate will be held over for appointment for more than one year. If not appointed within that time it will be necessary for him to be re-examined, when he will take position, if successful, with the last class. Qualified candidates not to be held over more than one year.

4.

Any person who shall fail to present himself for examination after having obtained permission will be considered as having forfeited his right, and any officer who shall fail to present himself after having been ordered so to do, unless for reasons satisfactory to the Department, may be dropped from the list. Failing to offer for examination.

5.

Any officer absent from the United States on duty, or excused by the Department from attending at the time when others of his date are examined, will, if not rejected at a subsequent examination, be entitled to rank with them, and if his relative seniority cannot be assigned, he will retain his original relative position on the register. In order, however, that the rela- When absent from the United States.

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tive position of officers of the same date, who may be examined for promotion at different times, may be more readily determined, a majority of the members of the board will be selected, if practicable, from those who served on the next preceding board.

6.

Examination of Machinists, &c.

Machinists, Coppersmiths, and Boiler-makers will be required to pass, before enlistment, the examination designated under Recruiting, Chapter XXV.

7.

Giving a false certificate.

Any person giving a false certificate of age, time of service, or character, or making a false statement to a board of examination, will be dropped.

SECTION III.—*Appointments.*

1.

Acknowledging an appointment.

Every person on receiving an appointment from the Navy Department to any office in the Navy will forward a letter of acceptance immediately, together with the oath of allegiance, duly signed and certified.

2.

Within the United States, no appointment to be given, unless.

No officer shall, when within the jurisdiction of the United States, unless authorized by the Secretary of the Navy, appoint any person not holding a commission or warrant in the Navy to perform the duties of a commissioned or warranted officer, nor give to any officer an acting appointment, except in the case of Paymasters. (Approved July 17, 1861.)

3.

No acting appointment to be given by other than the Commander-in-Chief, except.

No officer other than the Commander-in-Chief of a fleet or squadron will give any acting appointment except as provided for above; nor will any such acting appointment be issued unless a permanent vacancy should occur in the established complement of a vessel, which cannot be filled from supernumerary officers on board other vessels, and in such case the appointment must be in writing, and be subject to revocation by himself, his successor, or by the Secretary of the Navy. In the case of a vacancy by death on board any vessel absent from the United States, and acting singly, the Commanding Officer may issue a written order to supply the deficiency, which will continue in force until the vessel falls in with a Commander-in-Chief or arrives in the United States.

4.

Vacancies from sickness, &c.

Temporary vacancies on board vessels not within the United States, occasioned by the continued indisposition of officers, their absence on duty, or inability to perform it, may be filled by a written order from the Commander-in-Chief or senior officer present, to other officers of the fleet, squadron, division, or vessel, who will perform the duties of such sick, absent, or incompetent officer until their return to duty, or further orders be received from competent authority. Such orders may be revoked by the officer from whom they issued.

5.

Commanding Officer not to fill vacancies which existed on leaving the United States, or the Commander-in-Chief.

No Commanding Officer of a vessel ordered to sail from the United States, or separated from the Commander-in-Chief of the fleet or squadron to which such vessel belongs, shall issue any order to fill vacancies among officers which existed and could have been reported to the Navy Department in time for orders to be issued to other officers before sailing, or to the Commander-in-Chief before the separation occurred.

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6.

All acting appointments and orders directing an officer to perform duties higher than those of his grade must specify the vessel on board which he is to act, and in case of his subsequent removal to another vessel, a new appointment or order must be given, except when the original shall have issued from the Navy Department.

Acting appointments must specify.

7.

Officers conferring acting appointments or giving orders to fill vacancies will promptly inform the Department of the reasons which govern them. In no case shall the established complement of the vessels be exceeded. If an acting appointment or order to perform duties belonging to a higher grade be revoked, the reasons for the revocation must be immediately reported to the Department.

Navy Department to be informed of acting appointments.

8.

An officer holding an acting appointment will wear the uniform of the grade to which he is appointed, and will annex the title of his acting rank to his official signature; when the duty ceases he must relinquish the uniform; but when holding only an *order* to *perform* the duties of a higher grade he will not change his uniform nor his official designation.

The uniform of the grade to which appointed to be worn.

9.

No person will be appointed a secretary who is not twenty-one years of age, nor a clerk who is under eighteen. Officers who nominate secretaries or clerks will be responsible for their character and fitness. Every officer entitled to a secretary or clerk may nominate him; but the appointment or discharge of a clerk by any officer not in command is subject to the approval of the Commanding Officer; the latter, however, will not refuse his approval except for good and sufficient reasons, which he will state in writing to such officer. No secretary or clerk will be entered upon the muster-roll of any vessel, nor be entitled to any pay, until he shall have accepted his appointment by letter, in duplicate, binding himself therein to be subject to the laws and regulations for the government of the Navy and the discipline of the vessel. One of these letters is to be transmitted immediately to the Department by the officer conferring the appointment, together with the oath of allegiance; the other copy will be preserved by that officer. In the case of any clerk appointed by an officer not in command, the letter of acceptance sent to the Department must bear the approval of the Commanding Officer. The acceptance of an appointment as secretary or clerk shall be understood as binding such person to serve with the officer who appointed him until regularly discharged. Should an enlisted man be appointed as clerk, the appointment does not release him from his enlistment.

Appointment of secretaries and clerks.

10.

A Paymaster's clerk will not be allowed to a vessel having a complement of one hundred and seventy-five or less, excepting supply and store vessels.

When clerk to Paymaster is not allowed.

11.

Masters-at-Arms and Yeomen will be appointed by the Commanding Officer of the vessel; Apothecaries and Baymen by the Surgeon; Paymaster's Yeomen and Jack of the Dust by the Paymaster, and Engineer's Yeoman by the senior Engineer; but all such appointments must bear the approval of the Commanding Officer of the vessel or station. They will be entered on the ship's books after having been found physically qualified, taken the oath of allegiance, and signed an agreement, in accordance with prescribed form, to serve faithfully for the cruise, to be amenable to the laws, regulations, and discipline of the service, and to be subject to discharge in case of misbehavior, in any port, foreign or domestic, without claim for passage-money, the fact of misbehavior to be established by a summary court-martial. This agreement must be executed in duplicate, one copy of which, approved by

Appointment of Master-at-Arms and Yeomen, &c.

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the Commanding Officer of the vessel, together with the oath of allegiance, is to be forwarded to the Department, and the other retained by the Commanding Officer. The physical examination of apothecaries and Baymen will be made by the officer appointing them. Masters-at-Arms and all Yeomen will be examined by the Surgeon of the vessel or of the station.

12.

Appointment of apothecary and baymen.

The Surgeon of every vessel of the Navy will appoint an apothecary, and on board every vessel commissioned for sea-service one bayman, when the complement is less than two hundred, and, when it is two hundred and over, two or more baymen, subject to the approval of the Commanding Officer. Baymen will be allowed on board receiving-ships proportionate to the necessities of the case.

13.

Paymaster's Yeoman.

A Paymaster's Yeoman will be appointed in every vessel having a complement of twenty persons and over.

14.

If the office of Paymaster becomes vacant.

When the office of Paymaster or Assistant Paymaster becomes vacant by death or otherwise, in ships at sea or on foreign stations, or on the Pacific coast of the United States, the senior officer present may make an acting appointment of any fit person, who shall perform all the duties thereof until another Paymaster or Assistant Paymaster shall report for duty, and he shall be entitled to receive the pay of such grade while so acting.

SECTION IV.—*Requirements for promotions.*

1.

Requirements for all officers.

All officers, of both the Line and Staff Corps, of the Navy, to be eligible for promotion, are required to pass a physical examination, and subsequently, before the Board of Examiners, such professional examination as the Navy Department may from time to time direct, together with an examination of their record of service and the testimonials received from the heads of their respective departments and from their Commanding Officers.

CHAPTER X.

RATING AND DISRATING; TRANSFERS AND DISCHARGES, DESERTIONS.

SECTION I.—*Rating and Disrating.*

1.

Selection of men for ratings.

It shall be the duty of the Commanding Officer of every vessel of the Navy to appoint a board, consisting of at least three officers attached to the ship, whose duty it shall be to inform themselves, as fully as possible, of the previous naval history of the general-service men of the ship, and their general character, ability, and fitness, and to make recommendations, signed by themselves and entered upon the log-book of the ship, as to the ratings of the general-service men; and the ratings and disratings of general-service men shall be made by the Commanding Officer in view of such recommendation; and when, in his opinion, it shall be for the interests or discipline of the service to disregard such recommendation in any particular case, or to rate or disrate any man, independently of or contrary to the same, he shall enter the fact, together with his reasons for acting in disregard of such recommendation, upon the log-book of the ship, over his own signature.

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2.

In the event of a vacancy occurring among the appointed Petty Officers, if a suitable person can be found among the crew, the Commanding Officer may rate such person and cause him to perform the duties. This rating will not discharge him from his enlistment; but in case it should be revoked, he will return to his former rate.

Vacancies occurring among appointed Petty Officers.

3.

No enlisted person is to be transferred, other than for discharge on expiration of enlistment, from or to any vessel, navy-yard, station, or hospital, with the rating of a Petty Officer, except machinists, boiler-makers, and coppersmiths, and those specified in paragraph 22, page 101.

Men are not to be transferred as Petty Officers.

4.

No Petty Officer or person of inferior rating is ever to be disrated by a Commanding Officer unless he receives his rating from that Commanding Officer, and this will be done only for sufficient cause, which must be stated in the log. Every Commanding Officer, when transferring his command, will previously reduce all persons who may have been rated by himself to the rates they held at the time of joining his ship, and his successor shall appoint them immediately to the same rates. In case of the death of any Commanding Officer, or other circumstance which may vacate his command, all ratings established by himself shall be vacated, subject to re-establishment by his successor, except those of such persons as a Commander is allowed to take with him from one ship to another, who shall not be reinstated unless such successor fail to bring with him other persons to fill their situations. If not re-instated, the Coxswain shall resume the rate held on joining the vessel, and the steward, cook, and one other person of inferior rating shall be regarded as having fulfilled their enlistment, and be entitled to their discharge.

A Commanding Officer only to disrate those whom he has rated.

In case of death of Commanding Officer.

5.

No person having enlisted in any particular rate shall be reduced to a lower one except by order of the Department, or to carry out the sentence of a court-martial or summary court, except as hereafter provided for those of the Engineer's force.

No reduction below the rate of enlistment except.

6.

No person who is to be discharged from a vessel going out of commission, or transferred and sent home to be discharged, shall be disrated by reason of such discharge or transfer, but his rate shall be expressed on the face of his discharge or transfer for that purpose.

Men for discharge or transfer for discharge, not to be disrated.

7.

Whenever a change of rating takes place, an order in writing is to be given by the Commanding Officer to the Pay Officer, stating the change of rate and the time from which it is to date; but no such order shall be given in one quarter to take effect in a preceding one.

Orders for change in ratings to be given in writing.

8.

Should any of the Engineer's enlisted force be reported by the senior Engineer of the vessel for neglect of duty, or inability to perform it, from other causes than sickness or injury received in line of duty, the Commanding Officer of the squadron, or, in his absence, the Commanding Officer of the vessel, may, if he deems it necessary, direct another person to perform it during the continuance of such neglect or disability, or until the place is supplied by a person of the proper rating, and the person so appointed shall receive the pay of the situation which he may thus fill. The Commanding Officer shall, when it is practicable, direct first-class firemen to supply the

In event of neglect of duty or disability on the part of any of the Engineer's enlisted force.

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places of machinists; second-class firemen to supply the places of the first class; and the coal-heavers, if qualified, should take the place of the second-class firemen in preference to others. The pay of such reduced persons shall be as follows, viz: machinists shall have one-tenth deducted from their pay; firemen of the first class shall only receive the pay of firemen of the second; those of the second, the pay of coal-heavers; and coal-heavers the pay of ordinary seamen, so long as they neglect their duties or are unable to perform them.

9.

Vacancies in the ratings of Machinists, &c.

Vacancies in the ratings of Machinists, Coppersmiths, and Boiler-makers during a cruise of a vessel may be filled by enlistment or by rating, subsequent to an examination, made as heretofore provided, by order of the Commanding Officer.

10.

Men sent to a hospital to be transferred to receiving-ship.

Men sent to a hospital from a vessel in commission, lying at the port where the hospital is located, are to be transferred to the receiving-ship, but when men are sent to a hospital from a sea-going vessel for treatment, they will, if discharged before the sailing of the vessel, be returned to her if their vacancy has not been filled.

SECTION II.—*Transfers and Discharges.*

1.

No transfers to be made unless ordered.

No Commanding Officer is to transfer any person belonging to his command to any vessel or station unless ordered to do so. The Commanding Officer of a fleet or squadron, or senior officer present, may order transfers from one vessel to another on a foreign station when the good of the public service renders it expedient.

2.

Officers to be furnished with their account.

An officer transferred is to be furnished with his account at the time, signed by the Commanding Officer and Pay Officer, specifying his rank, the sums paid, and the balance due.

3.

Account always to accompany men transferred.

When any person other than an officer is transferred, the Commanding Officer will see that he is accompanied by his account, signed by himself and the Pay Officer, specifying the date of his entry, the period and term of service, the sums paid, the balance due, and the quality in which he was rated; also by a complete descriptive, transcript, and clothes-list, and a statement as to whether he is entitled to an honorable discharge.

4.

If men are transferred without their accounts.

Officers having men sent to them without their accounts will report the fact immediately to the Secretary of the Navy, together with their names and rates and all the information which can be obtained.

Discharges.

5.

Within the United States discharges may be given for—

Enlisted men serving on board vessels within the United States may be discharged by the written order of the Commanding Officer of a squadron, of a station, or of a vessel acting singly, for either of the following reasons, but not otherwise, except by the authority of the Navy Department, viz: Expiration of service, sentence of a general or summary court-martial, or unfitness for service from causes ascertained, by survey, to have existed prior to enlistment.

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6.

Persons claiming to be entitled to their discharge, as minors or aliens, must apply to the civil courts.

Discharge of minors or aliens.

7.

No person enlisted in the United States is to be discharged without the United States except by order of the Secretary of the Navy or by the sentence of a general court-martial. Upon the expiration of the term of enlistment of a person whose detention on board is not essential to the public interests, he may be discharged upon his own request, in writing, by order of the Commander-in-Chief or the senior officer present; and the fact that the request was so made shall be stated on the face of the discharge. Whenever a discharge is given for any of the reasons mentioned, a report of the circumstances will be made to the Navy Department, and information given to the nearest Consul. Those enlisted without the limits of the United States may be discharged on the expiration of their enlistment, either in a foreign port or in the United States.

Persons enlisted in the United States not to be discharged abroad except—

Discharge of such as are enlisted out of the United States.

8.

Every discharge must contain upon its face or back a full and complete descriptive list of the individual to whom it is given.

Descriptive list on discharge.

9.

Petty Officers appointed by the Commanding Officer, or with his approval, will not be discharged before the expiration of the term for which they agreed to serve, except by sentence of a court-martial, by order of superior authority, or for good and sufficient reasons, of which the Commanding Officer will be the judge, and he will never authorize such discharges for the purpose of avoiding a court-martial, nor unless he is satisfied that the public interests will not be injured.

Appointed Petty Officers not to be discharged until expiration of term, unless—

10.

A Yeoman shall in no case be discharged during the continuance of the cruise for which he engaged to serve until his accounts have been examined and the stores under his charge accounted for at the expiration of the cruise. A Yeoman is not to be discharged until his accounts have been audited and approved by the Commandant of the yard, as required by the Ordnance and other instructions. If found correct, the Commandant of the yard will give him a discharge; but if not so found, that officer is at once to make to the Bureau of Equipment and Recruiting, or to other Bureaus, as the case may require, a statement of deficiencies and of any circumstances which may have come to his knowledge regarding them.

Yeoman not to be discharged until stores and accounts have been examined.

Discharge of a Yeoman at expiration of cruise.

11.

Commanding Officers of vessels will deliver to their successors a list of such men, enlisted for three years, as are entitled to honorable discharge, and when any such men are transferred such lists shall always accompany them. Officers receiving men without such lists will immediately report the fact to the Bureau of Equipment and Recruiting, with the name of the officer who transferred them.

Lists of men entitled to honorable discharge always to accompany them.

12.

Commanding Officers, upon returning from a cruise, when directed to discharge the whole or any part of the crew, will forward, immediately on their arrival, to the Secretary of the Navy, a list of such of the crew enlisted for three years as, in his opinion, are entitled to honorable discharge, and they are not to be paid off until the discharges and continuous-service certificates have been received from the Bureau and distributed.

At the end of the cruise of a vessel, list of men entitled to honorable discharge to be sent to Navy Department.

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13.

Enlistment of men who have received honorable discharge.

When any person, having received an honorable discharge, shall within three months from the date thereof present it at any naval rendezvous, or account for its loss in a satisfactory manner, shall answer to the description it contains, and be found physically fit for the service, he may be re-enlisted for three years; and upon his transfer to a receiving-vessel he will be entitled to three months' gratuitous pay, equal in amount to what he would have been entitled to if he had remained employed in actual service for threo months, in the rate specified on the face of the honorable discharge.

14.

If honorable discharge has been lost.

If the honorable discharge has been lost, reference will be made to the files of the Department for corroboration that the person presenting himself did receive it, and for a descriptive list of his person.

15.

Disposition of honorable-discharge money.

The three months' pay to which an honorably-discharged man is entitled shall be considered honorable-discharge money, and so denominated. It will not, however, be paid in one sum, but is to be reserved for payment during the term of his re-enlistment, at such times and in such sums as the Commanding Officer may direct.

16.

Honorable discharge not given before expiration of term of service.

No person discharged at his own request, or for his own convenience, before the expiration of his term of enlistment, shall be given an honorable discharge.

17.

Recommendation of invalids or honorable discharge.

When invalids are sent to the United States from a foreign station, the Commanding Officer of the vessel to which they belong will transmit a list of their names to the Department, stating the general character of each, and designating such as, in his opinion, are entitled to the honorable discharge. A duplicate of the list is to be sent also to the Commandant of the station where they are to arrive.

18.

Continuous-service certificates.

All men who enlist for three years, except officers' cooks, stewards, and servants, will receive, upon the expiration of their enlistments, if they shall so elect, continuous-service certificates in lieu of the ordinary or honorable discharges.

19.

Additional pay on continuous service.

All persons holding continuous-service certificates will be entitled to receive for each continuous re-enlistment for three years, within three months from the date of their discharge, one dollar per month in addition to the pay prescribed for their several ratings; but a person failing to re-enlist within three months from the date of his discharge will cease to derive any advantage from his previous continuous enlistments.

20.

Continuous-service certificate has all the advantage of an honorable discharge.

The continuous-service certificate will embrace all the advantages of an honorable discharge in cases where persons are recommended for the same, and must always show, in the column for the purpose, whether or not the person is entitled to an honorable discharge.

21.

Not to be recommended for honorable discharge.

Commanding Officers will not recommend for honorable discharge appointed men, nor officers' cooks, stewards, and mess-boys shipped for the cruise. Men holding these rates will receive commendatory letters, if entitled to them, from those under whose control they have acted, approved by the Commanding Officer.

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22.

Good-conduct badge.

Any enlisted man holding a continuous-service certificate, who is distinguished for obedience and sobriety, and is proficient in seamanship or gunnery, shall receive, upon the expiration of his enlistment, a good-conduct badge; after he has received three such badges, under three consecutive re-enlistments, within three months from the dates of his discharge, he shall, if qualified, be enlisted as a Petty Officer, and hold a Petty Officer's rating during subsequent continuous re-enlistments; and shall not be reduced to a lower rating except by sentence of a court-martial.

SECTION III.—*Desertion.*

1.

Means to be taken to apprehend deserters.

Every endeavor must be made by the officers of the Navy to check desertion, as well as absence without leave, and to apprehend promptly all persons who may desert or so absent themselves. In each case, descriptive lists, in accordance with form, signed by the Commanding Officer, showing on their face the amount of reward offered, are to be distributed among the police, but not without the permission of the local authorities.

2.

Reward for deserters and stragglers.

A reward, not exceeding twenty dollars, may be offered for the recovery of a deserter, and one not exceeding ten dollars for the recovery of a straggler; but in neither case is it to be paid until the delinquent is delivered on board or at the place on shore where he belongs and from which he deserted. If, however, the vessel should have departed from the port, then the delivery of the delinquent to the Commanding Naval Officer present is to be regarded as equivalent to his delivery on board. Any reward paid for the apprehension and delivery of a deserter or straggler is to be charged to his account.

3.

Reasonable expenses of lodging and subsisting a deserter may be paid.

In addition to the reward above authorized, there may be paid such expenses attending their lodgment, subsistence, and traveling as have been fairly incurred; and this amount, entered separately, is also to be charged against the deserter. No claim for loss of time, or for subsistence, made by any person apprehending and delivering a deserter or straggler, is to be entertained.

4.

For apprehending an officer.

A reward for the apprehension of an officer is not to be offered unless specially authorized by the Department, or, on a foreign station, by the Commander-in-Chief.

5.

Definition of desertion and of straggling.

Absence without leave, with a manifest intention not to return, is always to be regarded as desertion. Absence without leave, with a probability that the party does not intend to desert, is at first to be regarded as straggling, and at the expiration of ten days, if still absent, as desertion. In either case the Commanding Officer is to decide the point of intention, and to cause the party to be entered on the log and marked on the books of the Pay Officer.

6.

Wages due a deserter to be forfeited.

The wages due a deserter are forfeited to the United States—if in debt to the Government, the proceeds of his effects left on board are to be applied to liquidate it, and the balance, if any, is to be accounted for to the Fourth Auditor of the Treasury by the Pay Officer. If not in debt, the whole of said proceeds are to be so accounted for.

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7.

The R against a deserter's name not to be removed except—

The letter R marked against a person's name on the ship's books is to signify desertion, and no application to the Department for its removal will be entertained unless the Department is furnished with sufficient evidence that there was no intention to desert. But should the account of any person returning or delivered on board, with an R already appearing against his name, not have been transmitted to the Fourth Auditor, the Commanding Officer may have it removed if he is satisfied that it ought not to remain; in which case the party is to be recredited with the wages that were due him, and credited with the proceeds that may have resulted from the sale of his effects; but under no circumstances is any allowance of wages to be made to him for the time of his absence.

8.

Desertions occurring within the United States.

Should desertions occur from a vessel in the United States, her Commanding Officer, before sailing, is to transmit to the Bureau of Equipment and Recruiting a list and description of the deserters and a duplicate of the same, with a statement of the reward offered in each case, to the Commanding Officer of the nearest station, in order that he may receive such deserters, if arrested.

Deserters taking refuge on a foreign vessel.

If a deserter from a vessel of war of the United States, in a foreign port, desert to or take refuge on board a vessel of war of another nation than that to which the port belongs, the senior officer present shall make a formal request for his delivery to the senior foreign naval officer present of the nation in question. If the request is not complied with, he will report the case and circumstances immediately to the Navy Department.

A person charged with crime, deserting abroad.

If any person belonging to the Navy, charged with crime, shall desert therefrom in the waters of any foreign station, between which nation and the United States a treaty of extradition for the apprehension and delivery of persons charged with crimes may exist, the senior officer present shall take measures for his recovery in accordance with the provisions of such treaty.

Force never to be used to recover a deserter.

In no case shall force be used to recover deserters abroad, either from the shore or from foreign ships; but officers may be sent to either shore or ships to identify deserters.

In case of shipwreck, &c.

In case of shipwreck, or any other circumstance except capture by an enemy, whereby any person belonging to a vessel of the Navy shall become unavoidably separated from the command, it shall be his duty to proceed at once to the nearest ship, squadron, or station, and report himself to the officer in command. In the event of failure to do this, he will be regarded as a deserter, and no claim for wages will be allowed, unless he shall prove, to the satisfaction of the Department, that he was prevented by circumstances beyond his control.

CHAPTER XI.

REWARDS AND PUNISHMENTS.

SECTION I.—*Rewards.*

1.

Directions to commanding officer in regard to good-conduct classes, badges, &c., granting leave and indulgences.

The following directions will be observed by all Commanding Officers of vessels in respect to good-conduct classes, badges, and discharges; to granting liberty on shore to ships' companies, and to the allowance of liberty-money:

I. When a vessel is fitted for sea, and has her crew on board, her Commanding Officer will at once commence to designate her crew, in the order of good conduct, in four classes, viz, 1st, 2d, 3d, and 4th.

II. This classification of the crew should be governed at its commencement by the possession on the part of the men of honorable discharges, medals

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of honor, continuous-service certificates, good-conduct badges, good-conduct discharges, and any other reliable information that can be obtained by reference to the Bureau of Equipment and Recruiting, or from other sources, as to the previous character of the men.

III. As the cruise progresses such changes should be made in the classes as may be warranted by the conduct of the men, either for the better or for the worse; the general character of the men is to have its due weight, and proper consideration is to be shown to such men as have been noted for acts of gallantry during war or previous service, or during the cruise.

IV. The surest way to make men contented on shipboard, and attached to the service, is to make them feel that our ships of war are their homes, and to make it apparent to them that their interests will be well cared for while they remain in the Navy.

V. The men should also be made aware that their good conduct will entitle them to every practical indulgence.

VI. First-class-conduct men should be allowed such recreations as may be compatible with the demands of duty and with the exigencies of foreign service; and an appropriate distinction should be made between them and the rest of the crew; but this distinction should not be so marked as to excite discontent among the ship's company.

VII. First-class-conduct men should be allowed to go on shore very frequently in ports where the ship lies convenient to the landing, and where granting liberty is unobjectionable. In such instances a portion of them might be sent on shore daily, after the work and exercises are ended, to return on board by 10 p. m.; but, on any special occasion, to have leave until a later hour.

VIII. In addition to this evening-leave, first-class-conduct men may also have, at the discretion of the Commanding Officer, liberty on shore for twenty-four hours twice a month; and, if out of debt, may also, with the approval of the Commanding Officer, draw from the Pay Officer one-third of their monthly pay per month while in port.

IX. Second-class-conduct men may be allowed, at the discretion of the Commanding Officer, liberty on shore for twenty-four hours once a month; and, if out of debt, may also, with the approval of the Commanding Officer, draw from the Pay Officer one-fourth of their monthly pay per month while in port.

X. Third-class-conduct men may be allowed, at the discretion of the Commanding Officer, liberty on shore once in six weeks for twenty-four hours; and, if out of debt, may also, with the approval of the Commanding Officer, draw from the Pay Officer one-fifth of their monthly pay per month while in port.

XI. Fourth-class-conduct men may be allowed, at the discretion of the Commanding Officer, liberty on shore for twenty-four hours once in two months; and, if out of debt, may also, with the approval of the Commanding Officer, draw from the Pay Officer one-fifth of their monthly pay per month while in port.

XII. In ports the unhealthiness of which may render it unadvisable to send the crew on shore on liberty, such indulgence is not to be granted; and in any case, in a foreign port, the permission of the proper local authorities must first be obtained; otherwise, unless the exigencies of the service shall prevent the granting liberty to the crew, no one of the ship's company shall be deprived of liberty on shore for more than three months, except he be confined under sentence of court-martial, or under arrest for trial by court-martial.

XIII. In ports where liberty cannot be granted, a proportionate amount of the money allowed for liberty may be expended for mess-expenses and for the "bumboat," in addition to the stopped rations.

XIV. The Executive Officer is to see that each man contributes his proper portion of money so received to the cook or caterer of his mess, who shall be responsible for the safe keeping and proper expenditure of it.

XV. In order to lessen the temptation to gambling and pilfering on shipboard, Commanding Officers will not permit liberty-money to be paid to the crew at sea, nor until the necessary duties are performed after anchoring in

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port; nor will liberty-money be paid, as provided in paragraph 13, if the ship lies too far from shore to permit bumboats to come off or mess stores to be received.

XVI. The requisite qualifications for first-class-conduct men are as follows: Strict attention to duty, implicit and ready obedience to orders, sobriety, alacrity, courageous conduct, neatness of person and of dress, quiet and respectful demeanor, and general usefulness. This classification will be irrespective of rating.

XVII. Second, third, and fourth class conduct men will be designated from their exhibition, in a less degree, of the qualities enumerated in paragraph XVI, or from their want of them or of any of them.

XVIII. A separate conduct-report will be kept for boys; and when boys are sent on shore on liberty they will be put under the charge of a Petty Officer, or of a Non-commissioned Officer of Marines.

XIX. At the end of a cruise, first-class-conduct men will receive their good-conduct badges before being discharged. The badge will be presented by the Commanding Officer at a special or at a general muster.

XX. Good-conduct badges are to be worn at general musters and on occasions of ceremony.

XXI. Second-class-conduct men may receive a good-conduct discharge if they have been but slightly behind the first-class requirements, and if they have shown a commendable desire to make up for any remissness in conduct; but they are not to receive a good-conduct badge. A good-conduct discharge will be of advantage as a recommendation on re-entering the service or in seeking other employment.

XXII. Honorable discharges are provided for by law.

XXIII. When any one of the crew of a vessel of war is advanced in conduct from a lower to a higher class, the change will be read out at the next Sunday muster.

XXIV. When any one of the crew of a vessel of war is reduced in rating for bad conduct, it involves his being transferred into a lower class in conduct, at the discretion of the Commanding Officer.

SECTION II.—*Punishments.*

The punishment for offenses committed by persons belonging to the Navy are prescribed by law in the "Articles for the Government of the Navy."—(Appendix No. 1.)

1.

Punishment to be inflicted only by—

No punishment can be legally inflicted other than by the order of the Commanding Officer; by the sentence of a summary court-martial, with the approval of the Commanding Officer; or by a general court-martial, with the approval of the Secretary of the Navy, when within the waters of the United States, or of the Commander-in-Chief abroad.

2.

Reports for delinquency to be investigated.

All reports for delinquency, requiring discipline, are to be investigated by the Commanding Officer before punishment is adjudged, and upon the expiration of the term of punishment he will, in person, direct the liberation of the offender. At morning inspection, the Commanding Officer is to be furnished by his Aid or Executive with a list of those persons reported for minor offenses during the preceding day. After investigation, he will assign the punishments and affix his signature, previous to their being carried into effect.

3.

Final investigation of reports to be deferred to the following day, if practicable.

Hasty reports are always to be discouraged. When complaints are made, should the service and circumstances admit, their final investigation is to be deferred until the following morning, when a full investigation is to be had at the mast, and the accuser and accused given an impartial hearing, both having an equal claim upon the attention of the Commanding Officer, and an equal right to the just exercise of authority.

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4.

Officers in command are reminded that inconsiderate as well as protracted punishments lead to discontent, defeat the intended object, and cause distaste for the service, and that discipline does not depend on the severity or duration of punishment, but rather upon its certainty, and upon its being made commensurate with the offense.

Inconsiderate and protracted punishments to be avoided.

5.

First offenses, when not of a grave nature, should generally be considered leniently, and the previous character of the accused should always be taken into consideration. Admonition and a calm explanation of the error committed may be the means of checking future misconduct.

First offenses.

6.

All minor punishments, except to prisoners confined in the cells, or to whom punishments have been awarded by a general or summary court-martial, are to be discontinued during Sunday, and punishments are not to be inflicted on Sunday except in cases where immediate action is necessary.

Minor punishments discontinued on Sunday.

7.

Cells for the confinement of prisoners are not to be less than 6½ feet long and 3½ feet broad, with the full height between the decks, and are to be properly ventilated; they are never to be fitted or altered by Commanding Officers, without the authority of the Navy Department, within the United States, or that of the Commander-in-Chief abroad. Frequent inspection of the cells and other places of confinement, as also of the prisoners, is to be made by the senior Medical Officer.

Cells for the confinement of prisoners.

8.

Confinement in the coal-bunkers or other close places is forbidden, and no man is to be deprived of his night's rest when at sea, as a punishment.

Confinement in coal-bunkers, &c., forbidden.

9.

The use of irons is to be avoided as much as possible, except as a punishment on the finding of a court-martial or of a summary court; ordinarily recourse to that punishment being only for security in cases of violent or mutinous conduct. Persons who are intoxicated are not, during the time they are under the influence of liquor, to be confined in the cells or in close places. The gag is not to be used under any circumstances.

The use of irons to be avoided, where possible.

The gag forbidden.

10.

If a Petty Officer or person of inferior rating, entitled to wear a good-conduct badge, commits an offense for which the Commanding Officer considers that he should be punished by the forfeiture of one or more badges, with the privileges attached thereto, such offense is to be inquired into by a summary court-martial, and the offender may be deprived of one or more of such badges, with the accompanying privileges, in accordance with the finding of the court and the approval of the Commanding Officer. By subsequent very good conduct during one year the offender may be granted one good-conduct badge, and the other badges and privileges of which he may have been deprived may be reconferred by subsequent service of one year between the bestowal of each badge; provided that his conduct has been very good during the intervals.

When it becomes necessary that a good-conduct badge should be forfeited.

The good-conduct badge can be reconferred.

11.

A Petty Officer will not be disrated for misconduct unless he has previously forfeited his good-conduct badge or badges, or unless the offense committed should be so grave as to require that both punishments should be awarded at the same time.

A Petty Officer should not be disrated for misconduct, while possessing a good-conduct badge.

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12.

Classification of punishments.

For the purpose of promoting good order and discipline in the Navy, and to secure uniformity in awarding punishments, the following schedule of offenses, with proportionate and appropriate punishments, will be adopted in all vessels of the Navy as applicable for infliction by Commanding Officers of vessels, without resort to summary or to general courts-martial:

A. Solitary confinement, 5 days or less; no irons; bread and water.
B. Solitary confinement, 3 days or less; no irons; bread and water.
C. Solitary confinement, 7 days or less; no irons; full rations.
D. Solitary confinement, 5 days or less; no irons; full rations.
E. Solitary confinement, 3 days or less; no irons; full rations.
F. Confinement, 10 days or less; double irons; full rations.
G. Confinement, 5 days or less; double irons; full rations.
H. Confinement, 3 days or less; double irons; full rations.
I. Confinement, 10 days or less; single irons or without irons; full rations.
J. Confinement, 5 days or less; single irons or without irons; full rations.
K. Confinement, 3 days or less; single irons or without irons; full rations.
L. Confinement, overnight; single irons or without irons; full rations.
M. Reduction of any rating established by himself.
N. Deprivation of liberty on shore.
O. Extra duties.

13.

Suggestions as to offenses punishable by a Commanding Officer.

List of offenses suggestive of such as may be punished by order of Commanding Officers of vessels:

	No. 1. Absence without leave	N
	No. 2. Leaving boat or working-party	N
	No. 3. Making false charges against any of the crew, if made by Petty Officer or other person rated by Commander.	M
	No. 4. If by Petty Officer, or other person not rated by Commander	O
	No. 5. Lying	O
	No. 6. Answering for another man at watch-muster, at quarters, or in a boat	O
	No. 7. Being habitually dirty or slovenly. (As a reformatory measure in such cases, besides the punishment, frequent inspections of the person and clothing by Officer of Division or Deck, or by Master-at-Arms or Ship's Corporal, should be made until the habit is reformed. The Marine Officer or Non-commissioned Officer of Marines shall make these inspections with the marines)	O
Untidiness.	No. 8. Not being in proper uniform, (frequent inspection also).	O
Disobedience or neglect of orders.	No. 9. Neglecting to carry out orders	O
	No. 10. Disobedience of orders	A to L
Drunkenness and liquor.	No. 11. Drunk at sea or on duty	M or O
	No. 12. Returning from leave drunk	None
	No. 13. Occasionally drunk Confinement until sober, as a precautionary measure, in these cases.	M or O
	No. 14. Smuggling liquor	A
	No. 15. Trafficking in liquor	A
Neglect or avoidance of duty.	No. 16. Neglect of ordinary duty, or negligently performing it.	M or O
	No. 17. Not answering muster at watch or quarters	M or O
	No. 18. Malingering	M or O
	No. 19 Inattention to duty, (frequent inspections also)	M or O
Offenses against good order.	No. 20. Gambling	A, M, or O
	No. 21. Misbehavior at Divine service	A, M, or O

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No. 22.	Making noise on deck, aloft, or at quarters	A to L	
No. 23.	Spitting on deck, either below or from aloft	O	
No. 24.	Sleeping in tops or in boats, whether top or boat keeper or not	O	
No. 25.	Getting in or out of ports	O	
No. 26.	Throwing things overboard from improper places	O	
No. 27.	Not making or not having clothes or hats made in time.	O	Hammocks-clothes, or bedding.
No. 28.	Carelessness about clothes-bag, or going to it without permission	O	
No. 29.	Leaving clothes about	O	
No. 30.	Hanging hammocks or clothes in improper places	O	
No. 31.	Washing hammocks or clothes in improper places	O	
No. 32.	Washing hammocks or clothes badly or at improper times	O	
No. 33.	Lashing hammocks badly, (frequent inspections also)	O	
No. 34.	Untidiness as to hammock or bag, (frequent inspections also)	O	
No. 35.	Cursing others, or using obscene language	A or B	Immorality.
No. 36.	Striking inferiors or equals	A or B	Quarreling.
No. 37.	Fighting	A or B	
No. 38.	Quarreling with words or using provoking language	F to L	
No. 39.	Smoking out of hours or in improper places	F to L	Smoking.
No. 40.	Having lights after hours	F to L	
No. 41.	Negligently letting fall or lowering anything from aloft.	O	Miscellaneous.
No. 42.	Using knife or marline-spike aloft without good lanyard	O	
No. 43.	Carelessness with respect to arms, (frequent inspection).	O	
No. 44.	Not keeping arms clean, (frequent inspection)	O	

In all cases in which extra duty is imposed as a punishment it should be as nearly as possible of the kind of duty that has been neglected, if awarded for neglect of duty; and, if awarded for other offenses, it shall be of such nature as will most tend to correct them and prevent their repetition.

Aggravated cases in the preceding list of offenses can, of course, be referred to summary courts-martial, or to general courts-martial, at the discretion of Commanders of vessels, to whom alone the law confides the power to inflict punishment, or to cause it to be inflicted, on board vessels of the Navy, by the exercise of their own authority.

14.

Suggestions as to offenses which may be punished by summary courts.

List of offenses suggestive of such as may be punished by summary courts-martial:

1. Deserting post.
2. Neglect of important duty, or negligent performance of it.
3. Skulking from duty.
4. Selling or making away with clothes or bedding without leave.
5. Using or having in possession bedding or clothes of another man without permission.
6. Indecent assaults, or indecent acts tending to immorality.
7. Insubordination or riotous conduct.
8. Insolence to superiors, or contempt for superiors.
9. Disrespect to superiors.
10. Impeding the police of the ship in the performance of their duty.
11. Violent assaults on messmates or others.
12. Forcibly interrupting a sentry.
13. Using abusive language to a sentry.
14. Interfering with a sentry.
15. Not obeying orders of a sentry.
16. Negligently using fire or lights in holds, store-rooms, or elsewhere.
17. Thefts not exceeding twenty dollars.
18. Possession of stolen goods or money.
19. Receiving stolen goods or money.
20. Misappropriating public stores or money.

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21. Willfully breaking or injuring public property.
22. Wasting public property.
23. Maliciously throwing anything from aloft or about decks.
24. Inciting or assisting others to commit, or conniving with others to commit, any of the following offenses, viz:
Insubordinate conduct.
Desertion.
Indecent assaults or acts.
Smuggling or trafficking in liquor.
Drunkenness on duty.
Selling or making away with clothing, &c.
Assaults.
Absence without leave.
25. Desertion.

Aggravated cases of the preceding list of offenses can, of course, be referred to a general court-martial.

Confinement is allowed by law in all cases of persons to be tried by courts-martial.

CHAPTER XII.

APARTMENTS AND MESSES.

1.

Messing of officers.

Officers will mess in the apartments provided for them and not elsewhere, except as hereafter provided; nor shall separate messes be formed in the same apartment, nor meals be taken in rooms or at other places than the regular mess-table except in case of sickness. Cabin Officers in ships with two cabins, if they prefer it, may form one mess. A Commander-in-Chief may have his Chief-of-Staff or secretary, or either of them, in his mess; and a Commanding Officer may have his clerk; but in such cases they must be accommodated permanently in the cabin, and will not occupy the apartments provided for them elsewhere. All Commanding Officers, doing duty on board or ordered for passage, are to be regarded as Cabin Officers, and are to be accommodated in every respect as such.

2.

Officers as passengers.

Officers as passengers are to mess with those with whom they are associated as to the occupation of apartments, but are not entitled to a state-room to the exclusion of any officer belonging to the complement of the vessel.

3.

Apartments of Commander-in-Chief.

A Commander-in-Chief or Commanding Officer of a squadron or division when embarked will be entitled, where there are two cabins on different decks, to select one of them; the other is to be occupied by the Commanding Officer of the vessel, Chief-of-Staff, and such passengers as are Cabin Officers.

4.

Apartment of Commanding Officer.

The Commanding Officer of a vessel, where there is no Flag Officer embarked and where there are two cabins on different decks, will be entitled to select one, and where there is but one cabin he is to occupy it.

5.

Where there is but one cabin, and a Commander-in-Chief on board.

In case of there being but one cabin in a vessel having on board a Commander-in-Chief or Commanding Officer of a division or squadron, the officer commanding shall be entitled to one-third of the space, divided off by a fore and aft bulk-head, provided the space occupied by the cabin is sufficient for that purpose.

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6.

When one of two cabins on different decks of a vessel is vacant, and, in the judgment of her Commanding Officer, not required for other purposes, he may permit it to be occupied by the Wardroom Officers as a withdrawing room, but no one is to sleep there. Should there be a vacant cabin.

9.

A Chief of Staff, or principal Aid to a Commander-in-Chief, serving on board a vessel provided with two cabins on different decks, if he does not mess with the Commander-in-Chief, is to mess with her Commanding Officer, and be accommodated in the same cabin. If there are two state-rooms in it, the Commanding Officer is to have the first choice, and in any arrangement of cabin accommodations, whereby there may be two state-rooms in the apartment assigned to the Commanding Officer of the vessel, the Chief of Staff shall be entitled to occupy one of them. Apartment of the Chief of Staff.

8.

When no other arrangement is feasible, the Commander in-Chief, Commanding Officer of the vessel, and Chief of Staff are to occupy the cabin jointly, the choice of accommodations to be in the order as above mentioned. Commander-in-Chief, Commanding Officer, and Chief of Staff messing together.

9.

The state-rooms opening into the wardroom country will be occupied by the officers attached to the vessel; on the starboard side, by all the Line Officers, according to rank, commencing with the forward room; on the port side, by the Staff Officers, according to rank, commencing with the forward room. All other rooms shall be occupied as the Commanding Officer may direct; but in vessels where the wardroom is forward of the berth-deck, while the respective sides appropriated to Line and Staff Officers remain as provided above, the relative positions of the state-rooms of the different officers are to be reversed, so that the Aid or Executive Officer will occupy the after state-room, and the other Line Officers will come next to him according to rank; a similar change of position, from forward to aft, will take place in the state-rooms of Staff Officers on the port side of the wardroom. State-rooms of Wardroom Officers.

10.

In all vessels having a covered gun-deck, the Boatswain and Gunner will each have a room on the starboard side, forward of the steerage, and the Carpenter and Sailmaker be similarly accommodated on the port side; in other vessels; the Boatswain and Gunner will occupy one room jointly, fitted with two berths, on the starboard side, and the Carpenter and Sailmaker one on the port side. Rooms of Warrant Officers.

11.

Should there be unoccupied state-rooms in the wardroom or on the berth-deck or orlop-deck, they will be assigned by the Commanding Officer, first, to such officers of the complement of the vessel, whether Line or Staff, who are entitled to rooms and are not provided, giving preference to the complement of Watch Officers of the vessel; when any, remaining rooms may be assigned as the Commanding Officer may deem expedient. Spare state-rooms on berth-deck, orlop, or in cockpit.

12.

Each mess of officers will select a caterer, whose duty it will be to preside at the mess-table and to manage and direct all the affairs of the mess. He will keep an account of all receipts and expenditures, from which an extract of the financial condition of the mess may at any time be ascertained. At the close of each month he will render to the mess a statement of the account of the mess, with his receipts, expenditures, and balance on hand, if any, together with any bills remaining unpaid. He is to incur no indebtedness which cannot be discharged by the funds appropriated for the mess, and he will see that all bills are paid before leaving a port. If, however, from the Duties of caterers of messes.

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unexpected sailing of the vessel, or from circumstances beyond his control, he is forced to leave any bills unpaid, he will report the number and amount to the Commanding Officer, who will take measures to have them paid as soon as possible.

13.

Wines, &c., not o be mess stores.

Wines, ales, and other liquors not prohibited by law on board vessels of the Navy, shall be regarded as private stores, belonging to individuals only, and shall not be brought on board without the sanction of the Commanding Officer. In no case shall they form a part of the outfit or stores of any mess, and no member thereof shall be required to pay any share toward their purchase.

14.

Who compose the ward-room and steerage messes.

All officers, not commanding, ranking above the grade of Ensign, and all officers in charge of departments are Ward-Room Officers. Those ranking with and below the grade of Ensign are Steerage Officers, excepting the Warrant Officers, who will form a mess by themselves.

In all officers' messes the caterer chosen by the mess will have charge of the general conduct and order of the mess, but the Aid or Executive Officer, or the officer acting as such, shall, as the officer charged with the police of the vessel, have the power to interfere at any time to prevent disorder or unrestrained breeches of decorum.

15.

Petty Officers' messes.

Petty Officers may be messed by themselves, and are not to be required to perform the duty of mess-cooks.

16.

Master-at-Arms's mess.

The Master-at-Arms, Orderly Sergeant, all Yeomen, the Apothecary, Machinists, Coppersmiths, and Boiler-makers will mess together on the berth-deck.

17.

Messing of boys.

The boys will be distributed among the messes, but are to be berthed by themselves, under the charge of the Schoolmaster or one of the Petty Officers.

18.

Stopped rations in vessels.

The messes of the ship's company may commute as many rations as may be authorized by the Commanding Officer, for not less than three months, unless sooner detached, or unless their terms of service should expire in less than three months; and they may receive the established value in money from the Pay Officer when in port, at such times (not oftener than once a month) as the Commanding Officer may direct.

CHAPTER XIII.

APPROVAL OF REQUISITIONS, PURCHASES, AND ARTICLES DELIVERED—ACCOUNTS.

SECTION I.—*Approval of requisitions, purchases, and articles delivered.*

1.

The responsibility of approval of requisitions.

The approval of a requisition is to be considered as a certificate on the part of the approving officer that, in his opinion, the articles are necessary and conformable to the established allowances; and the approval of requisitions by the officer whose approval will authorize their procurement or delivery according to these regulations or to instructions from the Navy Department is to have the force and responsibility of an order. In the pro-

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curement and expenditure of stores, commanding and all other officers are peremptorily enjoined to be governed by the allowances established by the Navy Department, and, by the exercise of economy, to make them last for the full time specified, and longer if practicable. Unless in a case of absolute necessity, arising from accident or condemnation by survey, which must be plainly stated on the face of the requisition, or unless the article be of a character the quantity of which cannot be regulated, such as tar, oil for burning, oil or tallow for lubricating, waste, emery, rivets, files, boiler-iron, material for making or repairing joints about steam-works, slaked lime, a disinfectant, a medicinal, or stationery for the Commander-in-Chief, no departure from the allowances will be tolerated. Commanding Officers will be held to a strict account for any requisitions they may approve in violation of these instructions, and for any want of care or interest on their part to secure economy in the use of the property over which they are required to exercise control; they will forward copies of bills of purchases to the proper Bureau of the Navy Department, accompanying them with a statement of the quantity of the articles put on board when the vessel was fitted out, and the date of their final expenditure.

No departure from allowances.

Copies of bills of purchase to be sent to Bureau.

2.

The approval or signature of a Commanding Officer to a muster-book or muster-roll is to be considered as his certificate of the correctness of all the entries made therein in relation to the date of enlistment, ratings, terms, and expiration of service.

Approval of a muster-roll.

3.

The approval of a Commanding Officer to a pay-roll, or to a transfer-roll or account, given to or sent with men transferred, is his certificate of the correctness of those parts relating to the dates of enlistment, ratings, terms, and expiration of service, but the correctness of those parts relating to their accounts is upon the responsibility of the Pay Officer, and to be certified by his signature.

Approval of transfer-rolls, &c.

4.

The approval of an officer to a bill for articles purchased or services rendered is to be received as a certificate that the purchase or service was duly authorized; that the articles have been received by a responsible officer or that the service has been performed; that they conform to the contract or are satisfactory as regards the performance of the duty and the quality and price of the articles; but he is not responsible for the correctness of the calculations determining the amounts charged. The person receipting all bills of articles is to examine and report any errors, and the person paying them will be responsible for their correctness.

Approval on bills.

Responsibility for the correctness of bills.

5.

If a requisition of a Pay Officer for money require the approval of an officer senior to his immediate Commanding Officer, such senior will require of the Commanding Officer of the vessel or navy-yard to which the Pay Officer belongs a written statement of the amount of money reported as being in the hands of the Pay Officer, as also a specification of the particular objects and amounts, under their appropriate heads, of appropriation for which the money is wanted.

When a requisition for money requires the approval of a senior to the Commanding Officer.

6.

The approval of an officer whose approval, by the instructions of the Treasury or Navy Department, will authorize the payment of money, is to have the force of an order for such payment, and is always to be accompanied by the rank of the officer, the date of the approval, and the sum for which the account is approved written in words at length.

Approval authorizing the payment of money.

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7.

Approval of officer having charge of work.

The Bureaus of the Navy Department will not pass bills for work performed that are not approved by the Commanding Officer who has been authorized to incur the indebtedness for, and has had charge of, such work.

8.

A Commanding Officer on a foreign station, when relieved from command, to see that all bills, having his approval, are settled.

An officer on a foreign station, when relieved from command, will take care that all bills for articles, the requisitions for which he has approved, are settled; but if, from any circumstance, this cannot be done, he will be responsible for the correctness of the purchases, though the bill may be authorized to be paid by his successor.

9.

Notification to be given for settlement of bills.

The Commanding Officer of a fleet, or of a vessel acting singly, will, before leaving a port, have the persons who have furnished supplies notified to attend at some specified time and place with their accounts, so that none may be left without receiving his inspection.

10.

Purchases made by any agent.

Purchases made for the Navy by any agent of the Department are to be made after inquiry and comparison only on the most favorable terms for the Government, and upon prices agreed upon before the purchase is made, and he shall certify the same upon the bills.

11.

Articles delivered by an agent to be examined.

Where articles are delivered by, or under the direction of, an agent who purchased them, the officer who is to take charge of and receipt for them shall examine the bills, and if, in his opinion, any of the articles are charged above the market-price, he shall, before receipting for them, report the same to the officer under whose approval they were required, and such approving officer shall institute inquiries and take such other methods as the case may require.

12.

When inspection is required to determine the quality of articles.

Where an inspection is required to determine the quality of articles, or their conformity with contracts or agreements, no receipts are to be given for them until the inspecting officers shall have certified their satisfaction.

SECTION II.—*Accounts.*

1.

Accounts with the United States to be kept separate under every bond.

Disbursing Officers are required to keep their accounts with the United States separate and distinct under every bond given by them, and to state, in the caption of each quarterly account, the date of the bond under which it is rendered.

2.

If a paymaster transmits summary statement, &c.

Any Pay Officer of the Navy, resident within the United States, who shall transmit to the Fourth Auditor, within ten days after the end of every month, a summary statement showing his balance at the commencement of the month, his receipts and disbursements, under each head of appropriation, during such month, and the balance at the end of the same, such statement being certified to be correct by the officer required to approve the accounts, shall be authorized to render his accounts for settlement quarterly instead of monthly, provided that such accounts be duly transmitted within one month after the end of the quarter to which they refer.

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3.

Pay Officers on foreign stations, or serving on board vessels performing blockade duty, must transmit the monthly summary statements required in the preceding paragraph, unless they furnish the Fourth Auditor with satisfactory evidence that the nature and exigencies of the service in which they were engaged prevented the transmission of such statements. In such cases they will be authorized to transmit their accounts quarterly. When the Pay Officer of a sea-going vessel renders his account he must transmit to the Fourth Auditor—

On foreign stations, &c., monthly statements must be transmitted unless—

When account is rendered the Paymaster must transmit.

I. A general pay-roll, embracing the individual accounts of the officers, men, and marines, with the columns added and the amount stated in ink, and a recapitulation of the several pages showing also the dates of entry and detachment of officers, the entry, discharge, transfer, and desertions, the expiration of the term of enlistment of the men, the vessel or station to which the officers, men, and marines have been transferred. It must be signed, in the receipt column, by officers, men, and marines, and each signature of the men and marines witnessed by an officer, whose signature must be given in each case, and the rolls must be approved by the Commanding Officer.

General pay-roll.

II. An account-current, showing all his receipts and expenditures, and the date of his bond, with vouchers for open purchases and all contingent bills, properly approved by the Commanding Officer and receipted, and a complete statement of the small-store and clothing account, with the receipts of the Inspectors and other disbursing-officers; also a full statement of all moneys received for provisions.

Account current.

III. An account of the sales of bills of exchange, with the certificate of at least two merchants as to the rate of exchange at the time of negotiating every bill.

Account of sales of bills of exchange.

IV. All transfer accounts and rolls of officers or men, whether to or from the vessel. Transfer-accounts of officers will be made out in duplicate, to be sent to the Pay Officer to whom the transfer is made, one of which is to be receipted by him and returned to the Pay Officer by whom the transfer is made, to accompany his final account. The accounts of the men must not be transferred to the Fourth Auditor for payment at the end of a cruise unless specially directed by the Secretary of the Navy or Fourth Auditor. The discharge is not to be given unless the man is present and receives the pay due him.

Transfer accounts.

V. All original letters, or copies thereof, from Pay Agents, Fourth Auditor's Office, and the Department, and official papers necessary to substantiate his accounts: copies of officers' orders to join the vessel, certified by themselves, also with their certificates as to the time of accepting their orders.

Original letters or copies from Pay Agents, &c.

VI. All orders, ratings, and other official papers necessary to a complete and final settlement of his accounts for each quarter.

All orders, ratings, &c.

4.

He will also render to the Bureau of Provisions and Clothing complete final returns for each quarter, including vouchers for all receipts and expenditures, as follows:

Returns to the Bureau of Provisions and Clothing.

1. A final quarterly return of provisions and contingent.
2. A final quarterly return of clothing.
3. A final quarterly return of small-stores.
4. Separate quarterly return of clothing.
5. Copy of quarterly account-current.

5.

Pay Officers on board receiving-ships or attached to shore-stations will be guided by the above instructions, as far as practicable, in rendering their accounts.

The above instructions govern Pay Officers of receiving-ships.

6.

In the rendition of their accounts Pay Officers are required to forward to the Fourth Auditor's Office, besides the papers above specified, all their

Original books to be forwarded to Fourth Auditor.

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original books from which such accounts are compiled, such as ledgers, journals, receipt-books, &c.

7.

Expense of transportation to be prepaid.

All Disbursing Officers must prepay the expense of transportation of their accounts to the Fourth Auditor's Office for settlement, if they be sent by any other conveyance than the United States mail; which will be allowed in the final settlement.

8.

Immediate return of the accounts of deceased persons.

Pay Officers will make an immediate return to the Fourth Auditor's Office of the accounts of deceased persons, and transmit their wills, if they have left any. The balances which may have been due at the time of their death will be paid only after a statement of their accounts at the Fourth Auditor's Office.

9.

Balances due deceased seamen.

Payment of balances due deceased seamen and marines will be made to administrators who are heirs, or appointed with the consent of a majority of the heirs.

10.

If balance does not exceed one hundred dollars.

When the balance due does not exceed the sum of one hundred dollars, letters of administration will be dispensed with, and the prescribed affidavits substituted. The widow, if she be the applicant, should render a certified copy of her marriage certificate.

11.

Establishment of heirship.

Heirship may be established by the fact being inserted in the letters of administration, and additionally proven by the affidavits of two disinterested persons, taken before an officer empowered to administer oaths.

12.

If heirs are minors.

If the heirs be minors, guardians should be appointed. Payment of arrearages, claimed under a will, will only be made after satisfactory proof of the will is adduced to the accounting-officers.

13.

Wills of persons in service.

Wills of persons in actual service must in all cases, when possible, be in writing, and attested by an officer. A nuncupative will must be reduced to writing immediately, and be attested by at least two officers. The executor will be required to produce the original will, or a copy duly authenticated.

Arrears found to be due shall be paid, in all cases, to the proper parties interested, in preference to attorneys.

14.

Account in supplies obtained without advertisement.

When supplies for the Navy are obtained without advertisement, the account must be accompanied by a certificate of the Commandant of the yard or station who has approved the requisition, that the public exigencies required the immediate delivery of the articles mentioned in the bill, and that, there not being time to advertise for proposals, they were obtained by open purchase, and that the purchase is approved for the sum they cost. Where the purchase is made under contract growing out of an advertisement for proposals, the fact must be certified in like manner upon the voucher.

15.

Proceeds of sales of condemned stores, &c.

All officers making deposits of proceeds of sales of condemned stores, supplies, or other public property will state, as far as practicable, the appropriation or appropriations from which the articles sold were purchased, the Bureau to which the appropriation pertains, and the character of the articles. This information, if sufficiently brief, can be given for indorsement on the face or back of the certificate; otherwise, in an accompanying letter.

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16.

Special authority required for advertising.

No bill for advertising, for publishing any order, circular, or notice of any kind, will be allowed except in pursuance of a written authority of the Secretary of the Navy, a copy of which must be presented with the voucher; or the bill must bear upon its face a certificate of the head of a bureau that such authority is on file in said bureau.

17.

Transfer of officers' accounts.

All transfers of the accounts of officers of the Navy, from one Pay Officer to another, will be made directly. When an officer is granted leave of absence, placed on furlough, or directed to await orders, his account will be transferred to the Fourth Auditor's Office, or to the Pay Officer of the station nearest his intended residence, as he may prefer. If he has allotted any portion of his pay, the Pay Officer, upon transferring his account, will make a note thereon of the monthly sum allotted, and of the place of payment, and date of expiration of the allotment.

18.

Before credit will be given for the payment of accounts for service, the order for that service must be produced, &c.

Before a Pay Officer can receive credit at the Fourth Auditor's Office for a payment made to an officer for any service, or for any amount of money checked on his books as having been advanced by a Pay Agent, he must produce the order under which the service has been performed, or the advance made, or a copy thereof, with all indorsements, certified by the officer to be such, together with a certificate by the officer of the time at which he left his domicile or station to enter upon such service. The Pay Officer will always inspect the original order and satisfy himself that all indorsements are embraced in the certified copy.

19.

Overpayments not allowed, excepting—

Overpayments, other than such as are produced by authorized advances, will be invariably disallowed, whether made in money, clothing, or stores, excepting payments for the commutation of rations, and such advances in clothing or small-stores as may have been made by the previous order of the Commanding Officer of the vessel, upon the ground that they were necessary to the health and comfort of the men; which order must be produced. A general approval of the roll in which the advances are charged will not be sufficient.

20.

At the end of a cruise pay-roll of marines to be sent to Paymaster of Marine Corps.

When the crew have been paid off at the end of a cruise, the Pay Officer will transmit to the Pay Officer of the Marine Corps a pay-roll of all the marines who have been attached to the vessel during any portion of the cruise, approved by the Commanding Officer of the marine guard and the Commanding Officer of the vessel.

21.

No moneys to be advanced on orders.

Pay Officers will not advance or loan, under any pretense whatever, to any officer in the naval service any sum of money, public or private, or any credit, or any article or commodity whatever.

22.

Final returns to Fourth Auditor on expiration of a cruise.

Pay Officers of the Navy will render their final accounts and returns to the Fourth Auditor of the Treasury, and the Chief of the Bureau of Provisions and Clothing, as soon as practicable after the expiration of their cruise, but not exceeding the following time after the crew shall have been paid off or transferred, viz:

For vessels of the first rate, sixty days.
For vessels of the second rate, fifty days.
For vessels of the third rate, forty days.
For vessels of all other rates, thirty days.

Final accounts in all cases will be accompanied by the necessary vouchers for a complete settlement.

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23.

Final returns to Fourth Auditor from shore stations.

Pay Officers of shore stations will be allowed, after detachment, the necessary time for the settlement of their accounts, not exceeding the following, viz:

Of navy-yards at New York and Boston, sixty days;
At Portsmouth and Philadelphia, forty days;
At Washington and Mare Island, forty days;
Of other yards and stations, thirty days;
Inspectors at New York and Boston, forty days;
At other stations, thirty days.
Paymasters of receiving-ships at New York and Boston, sixty days;
At other ports, forty days.

Commencement of time allowed for—

The commencement of the time allowed for the settlement of the accounts of a Pay Officer, when detached and ordered home from a foreign station, will date from the time of his arrival in the United States, provided there is no unnecessary delay.

24.

A Paymaster failing to render his accounts.

When any Pay Officer shall fail to render his final accounts for settlement within the prescribed period, he will be considered as delinquent, and will be placed on furlough. The usual time necessary for packages to reach the Department by express will be allowed, in addition to the time given by the above regulations; but no increase of pay will be granted for this additional time. The Department may suspend the operation of this rule upon application of the officer with satisfactory evidence that the delay was unavoidable.

CHAPTER XIV.

SURVEYS.

1.

Orders for surveys, who made by.

Orders for survey are to be made—

I. By a Chief of Bureau on articles in his departments, reported as unfit for use at yards, stations, or elsewhere on shore, within the United States; in cases of exigency, such surveys may be ordered by a Commandant, who will report the circumstances immediately to the proper Bureau.

II. By a Commandant of a yard or station for medical surveys on persons in hospitals or elsewhere within the limits of his command, and such other surveys as pertain to his command.

III. By Port Admirals, Commanders-in-Chief, Commanders of divisions or of squadrons, senior officers present, and Commanders of single ships, all surveys of whatever nature afloat, except such as fall within the province of Commandants of yards and stations.

2.

Articles received to be inspected, and where there is a doubt, surveyed.

Whenever articles are received under a contract, or by purchase in open market, an officer, with the master-workman under whose direction they are to be used, or the officer to whose department they pertain, shall inspect them carefully, and his report, in ordinary cases, may be deemed sufficient; but if there is a doubt, or if their decision be questioned, the Commanding Officer will then order a survey by at least three competent persons, of whom the master-workman or department officer is, if practicable, to be one. Their decision, when approved by the Commanding Officer, is to be regarded as conclusive.

3.

Applications for surveys to be made in writing.

All applications for surveys upon articles on shipboard supposed to be defective, unfit for use, unequal to sample, or deficient in quantity, must be made in writing, according to prescribed form, by the person having charge of the same, to his immediate Commanding Officer, who, if he deems such

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survey necessary, will, if within the limits of a yard or station, transmit the same to the Commandant; if under the control of a Port Admiral, to that officer; if serving in a fleet, to the Commanding Officer of the fleet, squadron, or division to which he belongs; otherwise, to the senior officer present; or, if acting independently, he will order a survey himself.

4.

Officers who order surveys upon articles reported as defective, or requiring repairs, will, when practicable, select at least two commissioned officers for that duty, of a rank proportioned to the importance of the survey, and, when it can be done, the officers shall be selected from other vessels than those to which the articles belong.

Who are to be ordered on surveys.

5.

Officers on surveys may call upon the person having charge of the articles to be surveyed, or upon any other person, for such information as may assist them in making correct statements upon the subject; and if any person shall endeavor to deceive them by knowingly giving false statements, or if they shall discover, or find reason to suspect, any fraud, they will notice it particularly in their report.

Officers on surveys may call for information.

The report of officers directed to survey articles represented to be unfit for service must specify by whose order the survey was held, each article surveyed, the state in which found, and the disposition to be made of it; and if the articles are found to be damaged, or inferior in quality, their report must further state, if possible, by whom they were furnished, and whether the damage or injury was owing to the misconduct or neglect of any person. Contractors' and inspectors' marks must be noted.

Reports of surveys must specify.

6.

When officers are ordered to ascertain the quantity of articles, they are not to take the account from the officer who has charge of them, unless it shall be impracticable to make a personal examination, or they are directed to take the account from him by the person ordering the examination, and when the quantity of articles is so taken, it must be particularly noted in the report, with the reasons why, and they will state what articles are found to be defective.

Quantity of articles not to be taken from the officer having them in charge, unless—

7.

Reports of surveys, except such as are hereafter provided for in this section, shall be made in triplicate, one copy of which shall be written on the back of the order or attached to it, and be furnished to the officer who requested the survey, another to the Commanding Officer of the vessel, and a third shall be transmitted to the proper bureau by the officer ordering the survey. A copy of the request and of the order shall be made upon the duplicate and triplicate reports.

Reports of surveys to be made in triplicate.

8.

Discrepancies between the marks and contents of packages as to quantity or kind are to be determined and reported upon by a board of survey. The report must embrace the marks of the parties who furnished and inspected them.

Discrepancies between marks and contents of packages.

9.

No stores, provisions, or clothing are to be thrown overboard, unless they are useless, and the surveying officers, in their report, represent them as being, in their opinion, prejudicial to the health of the ship's company, in which case the Commander of the vessel, after approval, will cause them to be thrown overboard, and the certificate of one of the surveying officers that they were so disposed of must be attached to the report; all other articles are to be converted to some other use or turned into store. All surveys of articles destroyed will contain a description of them, with an estimate of their value.

Stores, &c., not to be thrown overboard unless useless.

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10.

When provisions or stores are damaged.

If provisions or stores are so much damaged as to be unfit for issue, they may be condemned to be sold, when in a foreign port. Within the United States such damaged stores or provisions are to be returned into store, when practicable.

11.

Should a pay officer die or be incapacitated.

In the event of the death of a Pay Officer on duty, or of his being pronounced by competent medical authority to be deranged or disabled in mind or body to such an extent as to seriously incapacitate him for the performance of his duties, the Commanding Officer of the vessel or station to which he has been or is attached, shall immediately take possession of the keys of the safe and store-rooms of such Pay Officer, and report all the facts in the case to the senior officer present, which latter officer shall, without delay, direct a board of officers to take an inventory of the money and stores then on hand; and shall appoint a suitable person to take charge of the same, and to perform the duties of such Pay Officer until otherwise directed by competent authority. The senior officer present shall also appoint another suitable peron to complete the vouchers, transfer the accounts, close up the books, and to have the custody of the same, and of all papers necessary to the complete settlement of the accounts of such Pay Officer, and to be responsible for their proper transmission to the Department. Both the above-named appointees shall be present when the above inventories are taken, and shall be furnished with copies thereof, which copies, duly certified, shall be considered satisfactory vouchers for the money and stores thus ascertained to be on hand.

If such Pay Officer, while of sound mind, shall have nominated, in writing, the person to be selected to have custody of the books, vouchers, and other papers, and to complete the accounts as above mentioned, the senior officer present shall, unless manifestly contrary to the public interest, conform to such nomination, and shall inform the Department, without delay, of his entire action in the matter.

12.

On the death or suspension of a person in charge of stores.

If any officer of the Navy having charge of money, provisions, or other stores belonging to the United States, shall die, be suspended, removed, or otherwise separated from his vessel or station, so as to render it necessary to appoint another person to perform his duties, it shall be immediately reported by his Commanding Officer to the senior officer present in command, who shall order, in writing, a survey to be held by proper officers, and, when practicable, in presence of the officer who is to succeed to the charge of the articles aforesaid, and the surveying officers shall make out a statement, in writing, of the amount, quantity or number, state and condition of such articles, in quadruplicate, and sign the same, and transmit them in a report to the officer ordering the survey, one copy to be retained by him, and three sent to the officer appointed to take charge of the money and stores, two of which he will receipt and hand over to the officer relieved, or to the representative of the officer, if deceased, one to be retained by him and the other to be forwarded to the Navy Department.

13.

Directions regarding surveys.

All officers ordered upon surveys are strictly required to perform that duty with the utmost attention and fidelity, and to make their reports with impartiality, and in all reports of surveys involving quantities they must be expressed in writing, and never exclusively in figures.

14.

Survey in case of accident to machinery.

Whenever an important accident or derangement shall occur to the machinery of a steamer, a survey will be held upon it by a board composed of one Line Officer and at least two Engineers, who will report, in writing, the nature and extent of the accident or derangement, the cause, the proba-

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ble time of repair, and to whom, if to any one, blame is to be attributed. The report is to embrace every detail necessary to a complete understanding of the case. The order of the survey will accompany the report, which is to be made in duplicate and forwarded to the Department by the first opportunity.

15.

Surveys on officers or crew.

Whenever, in the opinion of the senior Medical Officer of a vessel, any person attached to her is unfit for service, he will report such to the Commanding Officer, who, if on separate or detached service, will order a survey to be held upon such person by the Medical Officer of the vessel and such others as may be convenient, not exceeding three, though two will suffice where the full number cannot be procured. In extreme cases the survey may be conducted by the Medical Officer of the ship, but if serving in squadron the Commanding Officer of the vessel will report all such cases to the Commander-in-Chief or senior officer present, who will order the survey, which will examine and report upon such person in accordance with the form prescribed by the regulations of the Bureau of Medicine and Surgery. When the person is found unfit for duty the report is to state the character of the disease or injury, its probable duration, and in every case all the facts and circumstances connecting the disease or injury with the performance of duty or exposure incident thereto. When a person is reported unfit for duty, and the survey is approved by the officer ordering it, he is to be disposed of as promptly as possible, in the manner recommended by the board, and in case of discharge from service without reference to the state of his account.

16.

Surveys on personal effects which it may be necessary to destroy.

Should it be necessary to destroy clothing or other personal effects of officers or men, to prevent the spread of disease, the Commanding Officer will direct a survey to be held on the articles, and the report, approved by him, will be transmitted to the Department, containing a descriptive list of the articles, with an estimate of their value. The surveying officers will base their estimates on the actual value of clothing destroyed, and not on the prices at which the clothing was issued.

17.

Surveys on account of temporary disability.

All reports of surveys on account of temporary disability are to be made out in duplicate and forwarded, through the proper channels, to the Bureau of Medicine and Surgery.

18.

Surveys not to be held on a vessel, &c.

No survey on a vessel in commission will be held without the authority of the Department, either in our own or in foreign ports, unless the supposed defect shall have occurred from the vessel getting on shore or from some accidental cause, as collision for instance.

19.

Quarterly board of survey.

Besides the surveys above specified, the Commanding Officer of a vessel, when practicable, will appoint, at the commencement of each quarter, to serve to the end of it, three suitable officers, to whom, as a continued board of survey, the Pay Officer will refer, through the senior of the three, either verbally or in writing, all such articles in his department as he may judge to be unfit for use, or which do not correspond with their marks in quantity or kind, provided they do not exceed in quantity, on any one occasion, the bulk of a package of clothing, or, in the case of provisions, two barrels; this board shall survey and pronounce upon such articles, which, with the consent of the Commanding Officer, are to be disposed of as recommended.

Report of quarterly survey.

At the end of the quarter, or earlier, if ordered, the board is to report in the form prescribed, in triplicate, to the Commanding Officer for his action and signature, separately in the case of clothing or small-stores, upon all the articles it has condemned during the quarter, and the disposition which has been made of them, in order that these reports may answer as authenticated vouchers for the Pay Officer.

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20.

If a member of a board of survey is detached or dies.

Should any officer attached to a board of survey die, or be detached during the quarter, the above report is to be made up to the time of such occurrence, and be signed by the survivors, in the former case, who are to append a note as to the cause of the absence of other signatures, and by all the members in the latter case. In either event another report is to be made at the end of the quarter, if surveys have been held in the mean time.

21.

Surveys on instruments.

When instruments are injured, or, having been injured, are returned into store without the report of a survey, a survey will be ordered on them and information obtained of all the circumstances attending their injury, and whether occasioned by carelessness or negligence of those having charge of or using them; if so, the board will state in their report the names of those through whose want of care the injury has occurred, which is to be forwarded to the Bureau of Navigation.

CHAPTER XV.

TRAVEL AND OTHER ALLOWANCES—REGULATIONS REGARDING PAY—PENSIONS.

SECTION I.—*Traveling and other allowances. Regulations regarding pay.*

1.

For the payment of traveling-expenses the travel must be performed.

No officer or other person can be paid traveling-allowance except for travel actually performed, in obedience to orders, at the sole expense of the officer and without Government transportation. To entitle an officer of the Navy, including a secretary or clerk, to traveling-expenses, he must show the Pay Officer his orders, with the indorsements thereon, after having reported for duty.

2.

When ordered from one station to another.

Officers and others ordered from one station to another, as members of courts-martial, courts of inquiry, boards of examination, inspection, &c., or as witnesses, will be allowed traveling-expenses from the place whence ordered and back again, (unless other orders are given,) upon presentation to the Pay Agent of their orders to that service and discharge therefrom. Pay Officers, as vouchers in the settlement of their accounts, will have the orders for traveling-expenses above referred to copied, which copies will be certified by the officers as correct.

3.

Citizens summoned as witnesses.

Citizens not in the employ of the Government of the United States when summoned as witnesses before naval courts will be paid two dollars per diem and eight cents per mile from and to their domiciles. Judge-Advocates, in their certificates of attendance, will discriminate between citizen witnesses and those who are in the employ of the Government of the United States.

4.

Allowance for traveling in the United States and abroad.

The allowance for the traveling-expenses of officers of the Navy is fixed by law at eight cents per mile. For traveling out of the United States the actual necessary expenses only are allowed. Detention at any place on the route must be certified by the officer to have been necessarily incurred in awaiting the next conveyance. The expenses must be shown by vouchers in the usual form, unless the officer certifies that it was not practicable to obtain them, in which case his own certificate to a detailed statement of the actual and necessary expenses will be received as sufficient evidence. The traveling-expenses of officers within the United States will be paid by the Pay Agent at the place to which they shall have been ordered, or by the Pay

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Officer of the vessel to which their orders attach them. When a doubt exists as to the distance traveled, the certificate of the officer stating the route by which he traveled, with the distance thereon, and that it was the shortest route usually traveled, will be received as evidence, where the Post-Office records do not determine, and he should certify that a public conveyance was not furnished.

5.

Traveling-allowance out of the United States, how paid.

The actual and necessary traveling-expenses of officers proceeding from the United States, under orders for foreign service, will be paid upon the production of bills and receipts; or if they certify that it was not practicable to obtain receipts, then upon a statement of the actual and necessary expenses, made with as much particularity as may be in their power, and certified to be correct. The traveling-expenses of officers returning to the United States from foreign service under orders, or under permission granted in consequence of sickness or medical survey, will be paid upon the same evidence as is required in the case of officers going abroad. Fares on railroads, steamboats, and packets, hack and other conveyance for self and baggage to and from points of arrival and departure, and reasonable charges for extra baggage, will be allowed.

6.

If provided with tickets.

Navy officers and other persons traveling under orders or authority derived from the Navy Department, who shall be furnished with passes, passage-tickets, or transportation in any way or kind at the expense of the United States, shall not be paid mileage or the difference between mileage and the cost of such transportation. The Government has the right of election in such cases either to transport or to allow mileage, and when one or the other has been done it is to be considered final.

7.

Paymasters not allowed traveling-expenses, when.

Pay Officers are not entitled to traveling-expenses in coming to Washington to settle their accounts unless they do so under orders from the Department.

8.

Yeomen not allowed traveling-expenses, but by—

Pay Officers' Yeomen and Apothecaries are not allowed traveling-expenses unless by special direction of the Department, which will be only their actual expenses.

9.

Allowance to honorably-discharged men, on re-enlistment in three months after discharge.

Any person re-enlisting for the term of three years, within three months after the date of an honorable discharge, is, by law, entitled to three months pay, in accordance with the rating borne upon his discharge, although the re-enlistment may have taken place immediately after such discharge.

10.

Allowance to Paymasters for loss on clothing or small-stores.

Pay Officers will be allowed the unavoidable loss sustained on clothing and small-stores committed to their charge, not exceeding on the former one and a half per cent., or on the latter, two per cent.

11.

Allowance of one-fourth additional pay, on re-enlistment.

To entitle any persons to the one-fourth additional pay granted by the act of July 17, 1862, he must either have re-enlisted to serve until the return of the vessel in which he is serving, and his discharge therefrom in the United States, or he must have been detained by the Commanding Officer under the seventeenth section of the said act. In order to sustain a charge for such additional payment, it will be necessary for the Pay Officer to produce, upon the settlement of his account, a certificate of the Commanding Officer that the persons to whom such additional compensation has been allowed did re-enlist as aforesaid, or were detained by him under the section of the

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act referred to. This additional pay, under the seventeenth section of the act of July 17, 1862, is to be allowed to all enlisted men detained after the expiration of their terms of enlistment, whether serving on foreign stations or in home squadrons.

12.

Allowance for the subsistence of prisoners.

For the subsistence of prisoners on board of public vessels who may mess in the cabin, there will be allowed two dollars per day; in the wardroom, one dollar and fifty cents per day, which shall be credited to the mess and paid by the Pay Officer, for each person. For their subsistence in any other officers' mess there shall be paid one dollar per day for each person, and for their subsistence in any other than an officers' mess, or by themselves, one ration will be allowed. It is required in every case that the caterer of the mess shall furnish the Pay Officer with his certificate, approved by the Commanding Officer of the vessel, that the actual cost is equal to the amount charged. No other charge is to be made, nor shall any person thus conveyed be required to pay to the mess, in which he may live, any compensation.

13

Officers ordered to take passage.

When officers are ordered to take passage in any vessel of the Navy, no allowance will be made to any mess for their subsistence.

14.

Allowance for the subsistence of pilots.

For the subsistence of each pilot who may mess in the wardroom, one dollar and fifty cents per day will be credited to the mess and paid by the Pay Officer. For their subsistence in any other officers' mess, there shall be so credited and paid one dollar per day, and for their subsistence in any other than an officers' mess, or by themselves, one ration will be allowed.

15.

Transportation for a clerk, if Commanding Officer is relieved abroad.

A clerk to a Commanding Officer who is relieved on a foreign station will be entitled to transportation to the United States, but transportation will not be furnished or paid to any one going abroad to take his place.

16.

Allowance of funeral-expenses.

No funeral-expenses of an officer of the Navy who dies in the United States, nor expenses for travel to attend the funeral of an officer who dies there, shall be allowed. But when an officer on duty dies in a foreign country the expenses of his funeral, not exceeding his sea-pay for one month, shall be defrayed by the Government and paid by the Pay Officer upon whose books the name of such officer was borne for pay.

17.

No extra compensation allowed to those whose pay is fixed by law, unless—

No officer or other person whose salary, pay, or emolument is fixed by law or regulation shall receive any additional pay, extra allowance, or compensation for the disbursement of public money, or for any other service or duty, unless the same be authorized by law and the appropriation therefor explicitly sets forth that it is for such additional pay, extra allowance, or compensation.

18.

No commissions allowed to persons making purchases.

No charge will be allowed in the accounts of Pay Officers for a commission paid to any person for making purchases on foreign stations. Such purchases are to be made by the Paymaster of the fleet, or other Pay Officers, or by the resident Naval Storekeeper.

19.

The commencement of the pay of officers.

Upon the appointment of an officer (not bonded) his pay will commence at the date of acceptance. This rule applies to secretaries and clerks, but they are not to be appointed until the officer authorized to confer the appointment has left his domicile to enter upon the service on which he may be ordered.

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20.

The pay of all officers when promoted, modified by the law in relation to the pay of officers who are subject to examination before promotion, commences from the date of the signature of an appointment to perform the duty, should one be given before the issue of a warrant or commission, or from the date of the warrant or commission, should no appointment have been previously given.

Pay of officers when promoted.

21.

The sea-pay of officers will commence when they report for duty on board of a sea-going vessel. When officers are ordered home from abroad, their sea-pay will continue until they arrive in the United States, provided they return in a naval vessel; returning otherwise, they will receive other-duty pay.

The commencement of sea-pay.

22.

When an officer, attached to a vessel for sea-service, enters a hospital for treatment, he shall continue to receive sea-pay for three months, unless sooner detached.

When sent from a sea-going vessel to a hospital.

23.

An officer, attached to a vessel for sea-service, who receives from the Department a leave of absence on account of ill health, is entitled to sea-pay for three months, and then to other-duty pay until he reports to or is detached from his vessel.

If given a leave from a sea-going vessel on account of ill health.

24.

Officers of the Navy attached to vessels employed under the orders of the Department in active service on rivers or lakes are entitled to sea-pay as well as to rations.

When employed in vessels on the lakes, rivers, &c.

25.

An acting appointment by order of a Commanding Officer, and subsequently confirmed by the Secretary of the Navy, is deemed valid. A copy of the order, certified as such by the Commanding Officer of the vessel, may be substituted for the original. It must, however, be shown that it was issued to supply a deficiency in the established complement of the vessel.

Acting appointments.

26.

No person enlisted for the naval service is entitled to pay while at a naval hospital after the expiration of his term of enlistment, but he may be retained for treatment.

Persons enlisted not entitled to pay, if at a hospital after expiration of enlistment.

27

Masters-at-Arms, Yeomen, and Apothecaries appointed to a vessel ordered on distant service, will be allowed an advance of pay for the usual term, which will be made by the Pay Officer after the vessel is commissioned.

Masters-at-Arms, Yeomen, and Apothecaries allowed an advance.

28.

Officers are entitled to receive the pay due them up to the date of sailing, without reference to the advance received from the Pay Agent.

Officers entitled to be paid to date of sailing.

29.

A temporary leave of absence does not detach an officer from duty, nor affect his rate of pay.

A temporary leave does not affect pay.

30.

The accounts of officers who are paid through the Fourth Auditor's Office will be settled only at the end of each quarter of the calendar year, or at the period of their transfer to some disbursing-officer.

Officers paid through Fourth Auditor.

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31.

Pay allowed Pay Officers, &c., while settling accounts.

Pay Officers will be allowed other-duty pay for themselves and their clerks while employed in the settlement of their accounts, not exceeding the period specified in paragraphs 22 and 23, Accounts.

32.

When attached to a vessel, and in attendance on a court.

Officers temporarily absent from the vessels to which they are attached, in attendance upon a civil court or a court-martial, are entitled to sea-pay.

33.

When ordered for trial.

An officer ordered for trial before a court-martial is entitled to other-duty pay, if he is honorably acquitted.

34.

A seaman transferred and paid on a merchant-vessel.

A seaman transferred to a merchant-vessel in distress and paid thereon is not entitled to be paid by the United States for that period.

35.

No allowance for a minister as passenger.

No allowance being made for a minister or other civil functionary for whom passage may be ordered in a Government vessel, provision must be made and the expense defrayed by the minister himself.

36.

No allowance for expenses when being examined.

No allowance will be made for the expenses of persons undergoing examinations for appointments.

SECTION II.—*Allotments.*

1.

But one-half of pay can be allotted unless—

An allotment must not exceed one-half the pay of the person granting it, except by the special permission of the Secretary of the Navy. It must be confined to making provision for the support of the family or other relatives of the grantor, for such time as he may be absent from them on public duty. It must not be made payable on any other than the last day of the month. After having been signed it must have the approval of the Commanding Officer of the vessel or station to which the person making it is attached, and will be registered by the Pay Officer of such vessel or station, who will be responsible for its deduction from the grantor's pay; or, in special cases, it will be registered at the Fourth Auditor's Office. It will be executed in duplicate, and, in the case of commissioned or warrant officers, one part will be transmitted by the Pay Officer who has registered it to the Fourth Auditor's Office, and in the case of any other person, both parts will be so transmitted. The Pay Officer will send, with the allotments registered by him, a general abstract for the use of the Fourth Auditor's Office, and a particular abstract for each of the Pay Agents by whom they are payable. The death, discharge, resignation, forfeiture of pay by sentence of a court-martial, or desertion of a person who has an allotment running, will be communicated by the Pay Officer of the vessel or station to which he was attached to the Fourth Auditor's Office, by the first opportunity that may occur; in default of which the Pay Officer will be held liable for the amount paid by the Pay Agent in consequence of such neglect. When an allotment is stopped he will charge the allotment for as many months in advance as will probably be required for information of the discharge to reach the Fourth Auditor's Office. Immediately upon the return of a vessel to the United States, at the expiration of her cruise, the Pay Officer will send to the Fourth Auditor's Office a list of the allotments to be stopped, and he will inform the Fourth Auditor of the expiration of an allotment by limitation.

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2.

All persons enlisting for the Navy, on being transferred to a sea-going vessel, will be allowed to allot only a sum not exceeding one-half the wages corresponding with the rate they received on enlisting. Any subsequent rating conferred on board such vessel is not to govern in determining the amount that may be allotted.

Persons going to sea allowed to allot.

3.

Allotments shall be made out by the Pay Officer, and approved by the Commanding Officer, for all those persons on board who may wish to leave them for the benefit of their families or relatives, at the earliest moment after the ship is put in commission, and shall be promptly forwarded by him as required, in order to insure payment when due. In cases of the capture of officers or men who have granted allotments which may expire after their capture, the monthly payments of the same are to be continued by Pay Agents until otherwise ordered.

Allotments to be made out by.

4.

Boys enlisted to serve until they are twenty-one years of age will not be permitted to allot any part of their pay.

Boys apprenticed not permitted to allot.

5.

An indebtedness, arising from an authorized advance, is not to interfere with the registry of an allotment; it is to be registered to be paid at once, in the same manner as if no advance had been made.

Authorized advance not to interfere with allotment.

6.

When an allotment is discontinued, at the request of the person making it, before the expiration of the term for which it was granted, it cannot be renewed, within that term, without the permission of the Navy Department, on satisfactory reasons being given for the discontinuance and renewal.

Renewal of a discontinued allotment.

All correspondence on the subject of allotments must be with the Fourth Auditor of the Treasury.

Correspondence regarding allotments.

SECTION III.—*Pensions.*

1.

Commanding Officers will secure to all persons under their command the rights afforded them by the pension-laws.

Will secure rights afforded by pension-laws.

2.

Commanding Officers, on shore and afloat, will require from the proper Medical Officers reports, according to forms prescribed by the Bureau of Medicine and Surgery, of every case of death or disability occurring to persons in the naval service, under their command. These reports will be made in duplicate, and will state clearly but briefly the circumstances under which the death, injury, or disability occurred, and distinctly whether or not in the line of duty; they will be forwarded to the Bureau of Medicine and Surgery, Navy Department, in order to furnish evidence as to claims for pension.

Reports of death or disability.

3.

When any person in the Navy is received in any naval hospital in the United States on account of wounds, injury, or disease, and after treatment shall remain either partially or wholly disabled, the Surgeon in charge of such hospital will report his case to the Commandant of the yard or station, and request that a survey be held upon him. The report of the survey will be made in duplicate, according to the prescribed form, and will state the present condition of the patient, the circumstances under which the wounds, injury, or disease occurred, the probable duration of the disability, and, in all cases, whether originating in the line of duty. Abroad, such surveys will be

If a person is partially disabled.

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ordered by the Commander-in-Chief, on recommendation of the Surgeon of the fleet, or by the senior officer present, on recommendation of the senior Medical Officer.

4.

When death occurs.

When any person belonging to the naval service, received in a naval hospital as above provided, shall die in such hospital, the Surgeon in charge will report the death to the Bureau of Medicine and Surgery, with the circumstances connected with the origin of the disease, wound, or injury, and will distinctly express the opinion whether or not it originated in the line of duty, and his reasons therefor.

5.

Exceptional cases.

In exceptional cases of death, injury, or disability, not provided for in the preceding paragraphs, the Surgeon-General will decide as to whether such death, injury, or disability was received in the line of duty.

6.

Pensions for service.

At the expiration of ten years' service, any disabled enlisted man who has not been discharged for misconduct will be entitled to a pension, if a board of survey shall recommend it; after twenty years' service, any enlisted man disabled from sea-service by reason of age or infirmity, who has not been discharged for misconduct, will be entitled to a pension equal to one-half the pay of his rating when last discharged.

CHAPTER XVI.

LEAVE OF ABSENCE AND FURLOUGH.

1.

To leave the United States.

Permission to leave the United States can only be granted by the Secretary of the Navy.

2.

Leave of absence from Commandants, &c.

Commandants of navy-yards or stations may grant leave of absence not exceeding one week, provided it can be done without injury to the service; but no leave will be granted to any person belonging to a vessel, under sailing orders, to go beyond the limits of the place or station. Within the United States leave of absence, granted by a Commanding Officer, shall not exceed, in the aggregate, one month in each year, except in special cases which will be decided by the Navy Department.

3.

Commanders-in-Chief and Commandants will not leave.

A Commander-in-Chief of a squadron and a Commandant of a yard or station in the United States will not leave the limits of their command longer than one week in any successive two months without the permission of the Secretary of the Navy.

4.

Sick-leave not to be given, unless by—

Commanding Officers of squadrons abroad will not grant leave to return to the United States unless—

Permission will not be granted by Commanding Officers of squadrons or vessels in commission to any one under their command to leave his station for ill health until a board of medical survey has pronounced such a measure essential. Commanding Officers of squadrons abroad will not grant leave of absence, unless authorized by the Navy Department, to officers to return to the United States, except upon the recommendation of a medical board of survey. The Commanding Officer of a vessel detached from a squadron, or on separate service, can transfer sick or invalids upon the recommendation and written report of the Medical Officers of the vessel.

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5.

Officers on sick-leave, in consequence of medical survey, will report their state of health to the Department every fifteen days.

Officers on sick-leave will report.

6.

Officers of the Navy applying for leave or for an extension, on the score of ill health, must forward to the Department the certificate of a Medical Officer in the Navy, if there be one in their vicinity, or, if there be none, of some respectable physician, of their inability to perform duty. Such certificates must state the nature of the disease and the probable duration thereof.

Officers applying for an extension of leave on account of ill health—

7.

Temporary leave may be granted by Commanding Officers; but such leave is not to exceed twenty-four hours, unless sanctioned by the Commander-in-Chief or senior officer present.

Temporary leave may be granted by.

8.

Petty Officers and men in the Navy will be permitted to visit the shore when it can be done without injury to the service. In foreign ports such permission will not be granted if objected to by the authorities, and the senior officer present must always be consulted before such leave is granted.

Leave to Petty Officers and crew. In foreign ports, authorities to be consulted.

9.

Leave of absence or permission to go on liberty will not be granted to any enlisted man by any person other than the Commanding Officer of the vessel; and should he be absent, on service or on leave, the officer left in command will not grant leave to any enlisted man unless specially authorized, and the names of those to whom leave is to be granted must be specified in writing, and signed by the Commanding Officer previous to his absenting himself.

Leave to enlisted men, to be granted only by the Commanding Officer.

10.

Leave will not be granted to enlisted men who are in debt to the Government unless they deposit the full amount of their indebtedness, and in no case unless, in the judgment of the Commanding Officer, there is no probability of desertion.

Leave not to be granted to men in debt, unless—

CHAPTER XVII.

CORRESPONDENCE.

1.

All persons connected with the naval service will observe the following rules in their correspondence, viz:

The manner of correspondence.

I. Communications are to be written in a legible hand, in concise terms, without erasures or interlineations, and on one side only of each half sheet.

II. If the subject-matter can be completed on one page, and no communications or papers are inclosed, a half sheet only will be used; but if there are inclosures a whole sheet is to be used, and the inclosures placed between the leaves, separately numbered, and referred to accordingly.

III. The paper used will be white foolscap, thirteen and a half by sixteen and a half inches, weighing sixteen pounds to the ream, and made of linen stock; to be stop-ruled, with twenty-four blue lines on the first and third pages only, leaving one inch margin back and front, top and bottom.

IV. Signatures are to be distinctly legible, and the writer is to annex his rank or rate. The paper is to be folded twice, parallel with the ruling, indorsed with the name and rank of the writer, place or vessel, date, and a brief statement of the contents.

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2.

Correspondence of Commanders-in-Chief, &c., to be numbered.

Commanders of fleets, squadrons, or stations, and all other officers having a regular correspondence with the Navy Department, will number their letters; a new series commencing on the 1st of January of each year.

3.

Rate of vessel to be noted.

In all communications dated on shipboard the rate of the vessel will be placed after her name, and if at sea, the latitude and longitude are to be stated.

4.

When reference to Department's correspondence is made, dates are to be quoted.

The dates of all circulars, orders, telegrams, or letters, to which reference is made in corresponding with the Department or any of its Bureaus, must be distinctly quoted, and this rule is to be observed in forwarding triplicate bills, bills of lading, and invoices, the date of the order or orders being written across the face in red ink.

5.

Translations of foreign correspondence.

All letters or documents transmitted in a foreign language are, when possible, to be accompanied by translations.

6.

Duplicates of important correspondence from abroad to be sent by different conveyances.

Commanders-in-Chief and other officers abroad are to forward, by different conveyances, duplicates, and, if necessary, triplicates of all the important letters they write, either to the Secretary of the Navy or to any of the Bureaus, and on these occasions they are to state at the top of each letter, in red ink, when and by what conveyance the original was sent.

7.

Address of Commanders-in-Chief on foreign stations.

Officers commanding foreign stations will be addressed officially in correspondence as commanding United States Naval force of the station to which they are assigned, viz:

Rear-Admiral ——— ———, U. S. Navy,
Commanding U. S. Naval Force on ——— ——— Station.

8

Communications to be forwarded through Commanding Officer.

Every person in the Navy making a communication of any kind to the Secretary of the Navy, to a Bureau, to a Commander-in-Chief, or to any authority other than his Commanding Officer, will send the same unsealed to his Commanding Officer, to be by him remarked upon and forwarded. No communication in writing is to be regarded as official which is not forwarded through the prescribed channels, having the indorsement of the Commanding Officer, and, if to the Navy Department or a Bureau, the indorsement also of the Commander-in-Chief. All periodical returns, requisitions, and vouchers, excepting such only as are to be transmitted direct by a Pay Officer to the Fourth Auditor of the Treasury, and all papers requiring the action of the Commander-in-Chief will be forwarded by Commanding Officers to the Chief of Staff, who, where requisite, will refer them to the Fleet Officers, who will certify their being correct and return them to the Chief of Staff, for transmission by him to the Commander-in-Chief, with such remarks as he may deem appropriate.

9

Obligations to forward communications.

All officers through whom communications from inferiors are to be forwarded to higher authority will forward the same, if couched in respectful language, as soon after being received as practicable, and will invariably state their opinions in writing, by indorsement or otherwise, in relation to every subject presented for decision.

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10.

The term "forwarded" is only to be indorsed upon such papers as require no action from the Department or other authority, and they may be transmitted, under the indorsement of the Chief of Staff or of the secretary, by order of the senior officer present.

Explanation of the term "forwarded."

11.

No officer left temporarily in the place of a Commander-in-Chief or of a Commandant of a yard or station is to allow himself to be addressed by any higher title than that of his commission, nor is he to subscribe himself otherwise than, after his rank, as the senior officer present.

No title to be assumed from temporary command.

12.

All communications, orders, bills, requisitions, and papers which, by law or regulation, are to be signed, approved, or forwarded by the Commanding Officer of any ship, navy-yard, or station must be actually signed by such officer; and, in case of his absence, if of such a character, duration, or extent as to leave the ship, navy-yard, or station practically in command of the Line-Officer next in rank, they will be signed by the Line-Officer in command for the time being as Captain or Commander, as may be, commanding.

An actual signature required.

13.

Any officer of the Navy who may be required to take official action, under any regulation of the Department or any law governing or referring thereto, who may desire instructions or explanation as to the force, meaning, or effect of such law or regulation, will address his official communication of inquiry to the Navy Department.

Should explanation of the meaning of a law or regulation be desired.

14.

All official communications to the heads or officers of other Departments must be addressed through the Navy Department, excepting those of Pay-Officers to the accounting-officers of the Treasury. Any official question of, or appeal from, any order or action of the Department by any officer of the Navy should be addressed to the President, as the common superior, and be forwarded through the Navy Department, except in case of its refusal or failure to forward, when they may be addressed directly.

Official communications to the heads of other Departments, or appeal from the Navy Department

15.

The general routine to be observed in forwarding communications, or in submitting requisitions or reports, is as follows: Commanders of vessels to transmit them to the Commander of the division to which they belong; Commanders of divisions to the Commander of fleet or squadron; Commanders of squadrons to the Commander-in-Chief; Commander-in-Chief to the Navy Department. Fleet-Officers will forward all communications through the Chief of Staff. The senior Marine Officer will forward all reports or returns from the several vessels through the Chief of Staff. Should he be in command of the guard of the vessel in which he is serving, all reports or returns relating to that vessel will be forwarded through his Commanding Officer. If there be no Commanders of divisions, Commanders of vessels will transmit communications to the Commander-in-Chief of the fleet or squadron; and if there be no Commander-in-Chief other than the Commander of the squadron, he will refer such as may be necessary to the Navy Department.

Routine to be observed in forwarding communications.

16.

In case vessels of a fleet or squadron are separated from the Commander-in-Chief, then, in the absence of their divisional Commander, the senior officer present is to be regarded in the light of a Commander of a division.

Vessels separated from Commander-in-Chief.

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17.

Vessel acting singly.

In case of a vessel acting singly, and being alone, her Commanding Officer is, of his own authority, to dispose of requisitions and reports, and to be the medium of reference to the Navy Department; but if not alone, the senior officer present is to discharge those functions.

18.

Where the same communication is made to the Department and to a Bureau.

Should any communication be made to the Secretary of the Navy and at the same time to a Bureau, the person forwarding such duplicates will state the same in his communication.

19.

Reports to be sent direct, when.

When officers are separated from the Commander-in-Chief, and information is likely to be delayed by transmission through the latter, reports will be sent directly to the Department and copies to the Commander-in-Chief.

20.

Acknowledgment of communications.

The receipt of all communications, except acknowledgments or other communications requiring neither action nor reply, from the Secretary of the Navy, or from any Bureau of the Navy Department, is to be immediately acknowledged.

21.

Bureaus of the Navy Department.

There are established in the Navy Department the following Bureaus:

1. Bureau of Yards and Docks.
2. Bureau of Equipment and Recruiting.
3. Bureau of Navigation.
4. Bureau of Ordnance.
5. Bureau of Construction and Repair.
6. Bureau of Steam-Engineering.
7. Bureau of Provisions and Clothing.
8. Bureau of Medicine and Surgery.

22.

Orders, &c., from Bureaus.

All orders, circulars, and instructions issued by a Chief of Bureau will relate solely to subjects with which his Bureau is specially charged.

23.

In the absence of a Chief of Bureau.

In case of the actual absence of the Chief of a Bureau, the communications, orders, bills, requisitions, and papers required to be signed by him can only be signed by the Acting Chief of such Bureau, especially appointed by the President according to law, or by the Secretary of the Navy, or person acting as such by authority of the President.

24.

Communications relating solely to a Bureau.

Communications relating solely to subjects with which a Bureau is intrusted are to be addressed to the Chief of that Bureau.

25.

Persons belonging to the Navy forbidden to publish.

All persons belonging to the Navy are forbidden to publish, or cause or permit to be published, directly or indirectly, any official instructions, reports, or letters, or to furnish copies of the same to any person, without the permission of the Department.

26.

Officers forbidden commenting, &c.

Officers are prohibited from commenting, in their private correspondence, upon the operations or condition of the vessel or squadron to which they may be attached, or from giving any information of their destination or intended operations.

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27.

Officers must enter, in proper books, copies of all the official letters they write, and file and preserve all official documents. The date of the receipts and acknowledgments of all documents must be written on their face.

Copies to be kept of official correspondence.

28.

Letter-books containing copies of all orders given or official letters written, and the originals of all letters received on public service at the different yards and shore-stations, by the Commanding Officer, must be left at those yards and stations, and preserved; Commanding Officers may take copies of all orders or letters which they may receive or write.

Letter-books.

29.

All correspondence with private parties on public business by any official of a yard or station, except by the Commandant, is prohibited.

Correspondence with private parties on public business.

30.

All reports from the Executive Officer, Officers of Divisions, Engineer, Surgeon, Paymaster, or any other person, made to the Commanding Officer of a vessel after battle, or any important service, shall be forwarded to the Navy Department, but such Commanding Officer will retain copies.

Reports after battle.

31.

Copies of orders and instructions issued by a Commander-in-Chief, and of all official correspondence of public interest, shall be sent to the Navy Department.

Copies of orders, &c., by Commander-in-Chief to be—

32.

No application for a revocation or modification of orders from any officer of the Navy, ordered to report for duty, will be considered or replied to until such officer, if able to travel, has reported in obedience to such order.

Applications for a revocation of orders.

33.

All telegrams of a personal nature, such as applications for detachment, for orders, extensions of leave, &c., must be paid for by the parties sending them; telegrams sent by officers at Government expense must be as brief as possible.

Telegrams.

34.

Postage-stamps required for official purposes by officers attached to yards, stations, and vessels belonging to the stations, will be procured by requisition on the Secretary of the Navy by the Commandant; and for ships in commission in home ports, by the Commanding Officer of the ship. Purchasing Pay Officers and officers not attached to stations, but on duty, will procure stamps by requisition in like manner. Commandants will make requisition in season for each quarter's supply, and will have charge of their distribution. A report will be made at the end of each quarter of their expenditure, and of the number and denomination then on hand.

Postage-stamps.

35.

Such forms, indicated in the Book of Regulations, as may not be furnished in blank by the Department or its Bureaus, are to be prepared in manuscript by those who are required to use them.

If blank forms are not furnished.

36.

Commanding Officers will indorse upon the orders of all officers reporting for duty the date of their reporting.

Indorsing reports.

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CHAPTER XVIII.

TOWING AND PILOTS.

1.

Tow not to be taken unless—

Mercantile steamers are not to be hired to tow any United States vessels in or out of port unless circumstances render it necessary for their safety, to prevent injurious delay, or when ordered on special or urgent service.

2.

Vessels of war not to tow unless—

Steamers of war are never to be used for towing unless when necessary in battle, or to engage therein, or to enter or depart from a port during a calm or other impediment, or to relieve vessels in distress at sea, or by special order.

3.

Pilots may be taken.

For the employment of coast-pilots, the approval of the Secretary of the Navy or of the Commander-in-Chief required.

Ships of war may take State pilots when it is deemed necessary, and pay them such rates as the laws of the States respectively authorize. Pilots will not be called on board until the ship is ready to proceed to sea, and will be paid only from that time. In coming from sea, the pilot will be discharged as soon as his services are no longer necessary. Coast-pilots may be employed when approved by the Secretary of the Navy or the Commander-in-Chief of a squadron. Their pay is to be governed by the direct decision of the Department, and no allowance will be given them for local pilotage. During the stay of a pilot on board he will be furnished with a cot or hammock, and bedding, and a suitable place for sleeping. He will take his meals at the wardroom table, or in such other mess as the Commanding Officer may direct.

4.

Unlicensed pilots not to be employed unless—

No unlicensed pilot is to be employed excepting in cases of necessity, when regular and licensed pilots cannot be obtained; in such instances especial caution is to be observed by the Commanding and Navigating Officers of the vessel.

CHAPTER XIX.

TRANSPORTS AND CONVOY.

SECTION I.—*Transports.*

1.

Apartments of officers of the Army taking passage in a vessel of war.

Officers of the Army, when ordered to take passage in vessels of war, will, if General Officers, live with the Commander of the fleet or squadron, should his flag be hoisted on the vessel; otherwise, such General Officers, and all Field-Officers by commission, will live in the apartments of the Commanding Officer of the vessel; and all other officers, of regiments or corps, with the Wardroom Officers, but without interfering with the sleeping apartments of the officers of the Navy.

2.

Apartments, &c., of officers of the Army in transports.

When officers of the Army are embarked with troops in a ship commanded and officered by officers of the Navy, the latter will occupy the apartments allotted to them, and separate accommodations will be provided for the use of the officers of the Army and those under their command, and the officers of the Army will mess together, and not with the officers of the Navy, unless otherwise agreed upon, with the sanction of the Commanding Officer of the vessel and of the troops.

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3.

When any part of the Army, volunteers or militia, are embarked in any vessel of the Navy for duty therein, they shall, until detached, be subject to the laws for the government of the Navy, and to the regulations of the vessel, in the same manner as the marines.

Troops embarked for duty subject to Navy laws and regulations.

4.

Whenever any part of the Army, volunteers or militia, of the United States shall be embarked on board any vessel of the Navy for transportation only, they shall not be subject to the laws and regulations of the Navy, but to the laws for the government of the Army; but they shall, nevertheless, be subject and conform to the regulations of the vessel, upon pain of confinement by the Commanding Officer of such vessel while on board, and of such punishment as an Army court-martial shall direct, after they shall have been landed.

Troops embarked for transportation are only subject to Army laws, but must conform to the regulations of the vessel.

5.

No Army courts-martial shall be held on board any vessel in the Navy when in commission, nor shall Army, volunteer, or militia officers order any public punishment or confinement in irons to be inflicted on board without the previous approval of her Commanding Officer.

Army courts-martial cannot be held on board a vessel of the Navy.

SECTION II.—*Convoy.*

1.

A Commanding Officer affording convoy to merchant-vessels will arrange with their masters such signals as will enable him to regulate their movements and enable them to communicate, and he will give them, in writing, such directions as may be necessary. Should he provide them with secret instructions or signals he will enjoin secrecy upon each and caution them not to allow an enemy, in event of capture, to become possessed of them.

Signals to be arranged with masters of vessels.

2.

He will take a list of the names of the vessels under his convoy, specifying their rig, tonnage, and number of men, the place to which they belong and where bound, the date of joining, and the names of their masters, owners, and supercargoes, a copy of which he is to transmit to the Secretary of the Navy, and on his arrival in port he will forward to him another list, setting forth the names, &c., of the vessels that did and of those that did not arrive with him, mentioning, with regard to the latter, the time and supposed cause of their separation.

List of vessels, &c., to be taken and forwarded.

3.

Before taking under his convoy a vessel bound to a belligerent port he will require proof that there are no articles of contraband on board, and without it he is not to take her or afford protection en route against a belligerent claim unless specially directed so to do.

If a vessel is bound to a belligerent port.

4.

He must be vigilant in guarding against attack or surprise, and if attacked must defend his convoy to the last extremity. He must never weaken the convoying force by detaching a part of it to go in chase beyond signal distance, nor must he himself separate from the convoy unless such course would be the means of preserving it from an enemy.

To guard against attack.

5.

He will adopt all possible measures to prevent the separation of the convoy, and may direct such vessels to repeat his signals as he deems proper. If practicable, he will appoint a place of rendezvous in case of separation, notifying each vessel of such place.

To guard against separation of convoy.

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6.

Vigilance at night.

He will be careful at night to see that the vessels acting as outposts permit no strange sail to get among the vessels of the convoy.

7.

Report of those who disobey instructions.

He will make report to the Secretary of the Navy of the name of any vessel and of the master who shall disobey instructions or signals, or leave the convoy without permission, or otherwise misbehave, stating the particulars, so that the insurance officers may be informed of the same.

8.

Should the master of a vessel neglect or refuse to obey instructions.

Whenever the master of any vessel under convoy shall repeatedly neglect or refuse to conform to his instructions or signals, the Commanding Officer may refuse him any further protection and be released from any further responsibility for the safety of that vessel.

9.

If different convoys meet at sea.

When different convoys sail at the same time or meet at sea, they will keep together as long as their course permits, but must be kept as distinct from each other as circumstances will allow. While together, the senior Officer commands the whole; and the vessels of the convoying forces will wear different distinguishing flags for their information.

10.

No reward to be received.

A Commanding Officer of a convoy is not to receive or suffer any person under his authority to receive any fee, reward, or gratuity from any person for the protection afforded.

11.

Vessels of a power at war with another not to be taken under convoy.

Vessels of war are not to take under their convoy the vessels of any power at war with another with which the United States is at peace, nor the vessels of a neutral, unless ordered so to do, or some very particular circumstances render it proper, of which they are to advise the Navy Department at the earliest opportunity.

12.

When a vessel of war is to sail from a foreign port during war, or when war is probable.

A Commanding Officer of a vessel about to sail from a foreign port during war or when war is probable, shall, if the nature of the orders under which he is acting will permit, give timely information to the merchant-vessels of the United States of the day of his intended departure, and take under his protection all those bound in the same direction, as are desirous and ready to accompany him, and he is also to take under his protection any other vessel of the United States that he may fall in with on the passage, which may desire it, as far as his course and theirs are the same.

13.

No lights to be carried by a convoy.

No lights are to be carried at night by either the public or private vessels of a convoy except by the authority of the Commanding Officer.

14.

Vessels not to be searched.

He is not to permit the vessels under his protection to be searched or detained by any belligerent or other cruiser.

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CHAPTER XX.

PRIZES, SEIZURES, AND PRISONERS OF WAR.

1.

Laws relating to—

The attention of Commanding Officers of the Navy is especially called to the laws relating to captured vessels.

2.

Hatches to be sealed.

Log-book and papers to be sealed.

When a vessel is seized as a prize it shall be the duty of the Commanding Officer of the vessel making the capture to cause all the hatches and passages leading to the cargo to be secured and sealed, except such as it may be indispensably necessary to keep open. The log-book, and all papers relating to the vessel and cargo, shall also be sealed up, and placed in charge of the prize-master, for delivery with the vessel and cargo.

3.

If necessary to remove any property from a prize.

Should it be necessary to take out of a vessel seized as a prize any property, either for its better preservation or for the use of the vessels or armed forces of the United States, a correct inventory, and a careful appraisement of its value, by suitable officers, qualified to judge, shall be made. This inventory and appraisement to be made in duplicate, one of which is to be transmitted to the Secretary of the Navy and the other to the judge or the United States attorney of the district to which the prize may be sent.

4.

If necessary to sell any captured property.

If it should become necessary to sell any portion of captured property, a full report of the facts must be made to the United States attorney or judge of the district court to which the prize is sent, and any proceeds of sale shall be held subject to the order of the said judge.

5.

Responsibility of a prize-master.

The prize-master will vigilantly guard the property intrusted to his care from spoliation and theft; these offenses leading to a forfeiture of prize-money and such other punishment as a prize-court may inflict, both of the crew and the prize-master.

6.

Report of capture to the Department, &c.

The Commanding Officer of any vessel making a capture shall report to the Navy Department and to the judge of the court to which the prize is sent all the material facts, including the names of all vessels within signal distance at the time, with all the circumstances of their position.

7.

Prize-lists of those claiming to share.

The Commanding Officers of all vessels claiming to share in a prize will cause the prize-list to exhibit not only the name and rank, or rating, but also the rate of the annual or monthly pay of each person borne on the books at the time of the capture to which the list refers. They will also forward a statement of their claims, with the grounds upon which they are based, to the Navy Department and to the judge of the district court to which the prize is sent.

8.

Officers of a captured vessel to be sent with her.

The master of the captured or seized vessel, and as many of the officers and crew as can properly be taken care of, shall be sent in custody of the prize-master, who will report immediately on his arrival to the United States attorney as well as to the Navy Department. The mate and supercargo, after the master, are the most important witnesses before a prize-court, and should always be sent with the vessel, or carried into the port to which she may be sent for adjudication, without delay.

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9.

No vessel to be seized within neutral waters.

In time of war the Commanding Officer of a vessel is to exercise constant vigilance to prevent supplies of arms, munitions, and contraband articles being conveyed to the enemy, yet under no circumstances is he to seize any vessel within the waters of a friendly nation.

10.

Visitation of suspected vessels.

A Commanding Officer in time of war is to exercise the right of visitation and search on all suspected vessels, other than neutral men-of-war, but in no case is he authorized to fire at a vessel without showing his colors and giving her notice of a desire to speak and to visit her: First, a blank cartridge is to be fired; second, a shot fired wide of her; third a shot fired at the vessel; nor is he to fire at any such vessel or commit an act of hostility or of authority within a marine league of any foreign country with which the United States is at peace.

11.

Directions as to visit and search.

When a visit is made, a vessel, if neutral, is not to be seized without a search renders it reasonable to believe that she is engaged in carrying contraband of war for or to the enemy, and to his ports, directly or indirectly, or unless she is attempting to violate a blockade established by the United States. If, after visitation and search, it shall appear that the vessel is, in good faith and without contraband, actually bound and passing from one neutral point to another, and not bound or proceeding to or from a port in the possession of the enemy, then she cannot be lawfully seized. It is the duty of the officer making the search to indorse upon the ship's register or license the fact of the visit, the nature of the search, by what vessel made, the name of her Commanding Officer, the latitude and longitude, the time of detention, and when released.

12.

Regarding papers found on board a vessel seized.

In order to avoid difficulty and error in relation to papers found on board a neutral vessel that may have been seized, the Commanding Officer will take care that official seals, or fastenings of foreign authorities, are in no case broken, and that parcels covered by them are never read by any naval authorities, but that all bags or other covering of such parcels are remitted to the prize-court.

13.

Detention of officers and crew of a vessel seized.

The officers and crew of a neutral vessel, seized, are not to be confined except by detention on board, unless by their own conduct they should render further restraint necessary. Their personal property is to be respected, and a full and proper allowance of provisions is to be distributed to them. If any cruelty or unnecessary force is used toward such crew, a prize-court will decree damages to the injured parties.

14.

A vessel seized to wear her national flag.

A neutral vessel, seized, is to wear the flag of her own country until she is adjudged to be a lawful prize by a competent court. The flag of the United States, however, may be exhibited at the fore, to indicate that she is, for the time, in the possession of officers of the United States.

15.

Form of letter of instructions.

The form of a letter of instructions to be given to prize-masters will be found in the Appendix.

16.

Prize-master accountable for receipts to be given.

The prize-master in whose charge instruments are placed or to whom arms are intrusted, will be held accountable for their condition, and in case of loss or damage by neglect or other cause, not satisfactorily explained, the value will be charged to his account. The officer appointing a prize-master

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will require him to give a receipt in duplicate for the instruments and arms with which he may be furnished, one to be forwarded to the Commanding Officer of the station to which the prize-vessel is bound, and the other to be retained by such appointing officer; and in case of any deficiency in the delivery or palpable abuse of them, the Commanding Officer of the station will at once have the matter investigated, and report the result to the Navy Department.

17.

Prisoners of war, treatment of.

Prisoners of war are to be treated with humanity; their personal property is to be carefully protected; they shall have a proper allowance of provisions, and every comfort of air and exercise which circumstances will permit. Every precaution must be taken to prevent any hostile attempt on their part, and if necessary or expedient they may be ironed or closely confined. If officers give their parole not to attempt any hostile act on board the vessel, and to conform to such requirements as the Commanding Officer may consider necessary, they may be permitted any privileges he may deem proper.

18.

Vessels acting as war vessels without a commission.

If any vessel shall be taken acting as a vessel of war or a privateer without having a proper commission so to act, the officers and crew shall be considered as pirates and treated accordingly.

CHAPTER XXI.

FLAG OF TRUCE AND PAROLE.

SECTION I.—*Flag of Truce.*

1.

The nature of a flag of truce.

A flag of truce is, in its nature, of a sacred character; and the use of it to obtain knowledge or information surreptitiously against the interests or wishes of an enemy is to abuse it, and will subject the bearer to punishment as a spy.

2.

Only to be authorized by the senior officer present.

The senior officer present is alone authorized to dispatch or to admit communication by a flag of truce; a vessel in a position to discover the approach of such a flag is to communicate the fact promptly.

3.

Not to approach sufficiently near to acquire information.

Flags of truce should never be permitted to approach sufficiently near to acquire useful information. The firing of a gun by the flag or senior officer's ship is generally understood as a warning not to approach nearer.

4.

A flag of truce should be met.

On the water, a flag of truce should be met at a suitable distance by a boat or vessel from the senior officer's vessel, in charge of a commissioned officer, having a white flag plainly displayed from the time of leaving until her return. In dispatching a flag of truce the same precautions are to be observed.

5.

When a flag of truce is admitted, ensign to be hoisted, &c.

When a flag of truce is admitted, the ensign is always to be hoisted and a white flag at the fore on board the vessel of the senior officer present when no engagement is in progress, and kept flying until the flag of truce from the enemy has returned within his lines.

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6.

A flag of truce cannot insist on being admitted.

A flag of truce cannot insist on being admitted, and should rarely be used, during an engagement; if then admitted, there is no breach of faith in retaining it. Firing is not necessarily to cease on the appearance of a flag of truce during an engagement, and should any person connected with it be killed, no complaint can be made. If, however, the white flag should be exhibited as a token of submission, firing is to cease.

7.

Firing on hospitals, &c.

An attacking force should avoid firing on hospitals whenever they are designated by flags or other symbols understood. It is an act of bad faith, amounting to infamy, to hoist the hospital protective flag over any other building, unless the attacking force should request or consent that it might be used in order to spare edifices dedicated to science, or literature, or containing works of art.

SECTION II.—*Parole.*

1.

Giving parole, an interchange in writing requisite.

Paroling must always take place by the interchange of signed duplicates of a written document, in which the names and rank of the persons paroled are correctly and distinctly stated. Any one who intentionally misstates his rank forfeits the benefit of his parole, and is liable to punishment.

2.

Commissioned officers only can give parole.

None but commissioned officers can give parole for themselves and their command, and no inferior officer can give parole without the authority of his superior, if within reach.

3.

Parole of entire bodies not permitted.

The parole of entire bodies of men after a battle or capture, and the dismissal of large numbers of prisoners with a general declaration that they are paroled, is not permitted.

4.

If an officer gives parole without consulting his superior officer.

Any officer who gives a parole for himself or his command without referring to his superior, when it is in his power to do so, will be considered as giving aid and comfort to the enemy, and may be regarded as a deserter, and be punished accordingly.

5.

No wholesale parole permitted.

For an officer, the pledging of his parole is his individual act; but no wholesale paroling by an officer for a number of inferiors in rank, in violation of paragraph 1, is permitted or will be considered valid.

6.

Individual paroles not given are void through an officer.

No person belonging to the Navy or Marine Corps can give his parole except through a commissioned officer. Individual paroles not given through an officer are not only void, but make the individuals giving them amenable to punishment as deserters. The only admissible exception is when individuals, separated from their commanders, have suffered long confinement without the possibility of being paroled through an officer.

7.

No one can be forced to give his parole.

No prisoner can be forced by a hostile government to pledge his parole, and threats or ill treatment to force giving parole is contrary to the laws of war.

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8.

No prisoner of war can enter into an engagement inconsistent with his character and duties as a citizen or subject of his state. He can only bind himself not to bear arms against his captor for a limited period, or until exchanged, and this only with the stipulated or implied consent of his own government. If the engagement which he makes is not approved by his government, he is bound to return and surrender himself.

An engagement can only be entered for a limited period, &c.

9.

No prisoner can give his parole that he will not bear arms against the government of his captors or their allies beyond the period of an exchange or release of prisoners, or during the period of the existing war.

Parole cannot extend beyond the existing war.

10.

While the pledging of the military parole is a voluntary act of the individual, the capturing power is not obliged to grant it.

Captors not obliged to accept parole.

11.

Parole not authorized by the law of war is not valid until approved by the government of the individual so pledging it: and pledging an unauthorized military parole is a military offense, punishable under the laws of war.

Parole valid only when approved by—

CHAPTER XXII.

QUARANTINE.

1.

Commanding Officers on entering a port, whether foreign or domestic, are o comply strictly with all its regulations regarding quarantine.

Compliance with quarantine regulations.

2.

In boarding vessels arriving, care is to be taken that it is not done in violation of the rules of the port, and, in case they are subject to quarantine, the Boarding Officer is to obtain the information he desires without going alongside of them. In boarding vessels at sea, care is to be observed not to do so unless absolutely indispensable, if there be any cases of an infectious disease among the crews, if they come from a suspected port, are without a clean bill of health, or are otherwise liable to be subjected to quarantine. No concealment is to be countenanced with regard to anything that may have been done by a vessel of the Navy subjecting her to quarantine.

On boarding vessels arriving.

3.

If a vessel of the Navy should arrive in a port with an infectious disease among her crew, or if such disease should break out while lying in port, her Commanding Officer is to have the quarantine-flag hoisted, and to prevent all communication at all liable to engender the disease elsewhere, until the proper authorities of the place may extend to her the privilege of pratique. To prevent the spreading of an epidemic on board a vessel of the Navy, the Commanding Officer is authorized to arrange with the authorities of the port for the care and treatment of the invalids, either on shore or on board a hulk in the harbor.

Should a vessel of the Navy have an infectious disease among her crew.

4.

If a vessel of the Navy should be at sea in company with other vessels and an infectious disease exist or appear on board of her, the Commanding Officer is to keep her quarantine-flag flying until it ceases, and to do all in his power to prevent its dissemination.

If in company with a vessel having an infectious disease.

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5.

Facilities to health-boats.

Commanding Officers, whether liable to quarantine or not, are, on arriving in the waters of a port, to extend every facility to health-boats in making their visits, and to afford all the information they may require. If the vessel be under way, she is to heave to, if necessary, on their approach.

CHAPTER XXIII.

INSTRUCTIONS TO OFFICERS AND OTHERS ON DUTY AT SHORE-STATIONS.

SECTION I.—*Port Admiral.*

1.

Geographical limits of command assigned.

When an officer is appointed as Port Admiral the geographical limits of his command will be defined by the Secretary of the Navy.

2.

Vessels in commission under his command unless—

All vessels in commission stationed or arriving within the limits of his command unless commanded by or in the presence and acting under the orders of his superior officer, will make their reports to him, and obey his orders, until turned over to the navy-yard authorities.

3.

Will not permit vessels to remain in port, &c.

He will not permit vessels to remain in port longer than necessary after orders have been received for their departure.

4.

Supervision over rendezvous, &c.

He will have supervision over the rendezvous for recruits and over the receiving-vessels anchored in the roads.

5.

No authority over Commandant of yard.

He will exercise no authority or control over the Commandant of the yard or over any establishment, persons, vessels, or property under the immediate authority of that Commandant.

6.

When absent.

When he is absent the senior Line-Officer on duty under his command will act in his stead. Should he be absent from his station for a period exceeding one week, his flag will, at the expiration of one week's absence, be hauled down until his return.

7.

Will receive and return visits of foreign officers.

He will receive and return the visits of foreign officers; if he has not a flag-ship, a boat and crew suitable to his rank will be kept on board the receiving-ship for his convenience; if there is no receiving-ship he will arrange with the Commandant of the yard to furnish him with a suitable boat.

8.

Aids.

He may select an aid, or aids, from the receiving-ship when required.

9.

When Commandant of a yard commands the station.

When the Commanding Officer of a navy-yard is also charged with the duties of a Port Admiral he is to govern himself by the above instructions, as far as they are applicable to him.

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SECTION II.—*Commanding Officer of a Navy-Yard or Station.*

1.

Responsibility of the Commanding Officer of a navy-yard.

The Commanding Officer of a navy-yard will, under the direction of the Secretary of the Navy, exercise entire control over every department in the yard, and will be held responsible for the preservation of all buildings and stores contained therein, of all vessels in ordinary or repairing, and for the judicious application of all labor.

2.

If temporarily absent.

In the event of his being temporarily absent or unable to perform his duties the Captain of the yard is to act, but shall not alter any of the established regulations.

3.

Muster of mechanics, &c.

He will cause the mechanics and others employed to be mustered conformably to instructions. He will be careful that none but effective men are employed, and no more than are requisite, and that they are obtained on the most favorable terms consistent with the instructions he may receive from the Navy Department.

4.

Rate of wages of employés.

The rate of wages of the employés in the yard shall conform with those of private establishments in the vicinity, to be determined by the Commandant, subject to the approval and revision of the Secretary of the Navy.

5.

To approve pay-rolls, &c.

He is to approve all pay-rolls and bills for supplies furnished, upon being satisfied of their correctness and the prices charged.

6.

Will see that officers and others perform their duty.

He will see that all officers and other persons employed perform their duties in a proper manner, that all reports and returns are made within the time and in the manner directed by the Department, and he will not allow material of any kind to be used, nor any mechanic, laborer, or other person, or horses or cattle to do any work except for public purposes during working hours.

7.

Lights and fires.

He will cause all lights and fires on board vessels under his control to be extinguished at the same hours as on board vessels in commission, and will establish regulations to guard against accident from fire in the vessels, dwellings, and buildings within the yard.

8.

Fire-engines and fire-companies.

He will see that the fire-engines are at all times in good order, and will organize a fire-department in the yard, appointing companies, including hook-and-ladder, from the Navy officers, and the master and other workmen, excepting those who belong to or are members of fire-companies without and in the vicinity of the yard; and once in every month, before the time of breaking off work in the afternoon, the fire-companies shall exercise one hour.

9.

Should a foreman or other person refuse duty in a fire-company.

The refusal of any foreman or other workman to perform duty in the fire-companies shall, unless he belongs to a company without and in the immediate vicinity of the yard, be considered good cause for his dismissal; or when, on an alarm of fire in the yard, any such person does not appear at his post, unless he can give satisfactory reason for his absence, he shall be equally liable to dismissal. All absentees from the exercise are to be reported to the Commandant.

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10.

Alarm of fire.

An alarm of fire in a yard will be given by ringing the yard and ship's bells, and the firing of a gun, if it can be readily done, and the same alarm may be given for fires near the yard which may expose it to danger.

11.

Fires near a yard.

When he deems it advisable, he will direct the engines and other apparatus to be sent to fires near the yard, but they are to be kept under the control of their own officers.

12.

No alterations in arrangements of a yard.

He is not to allow any alterations in the prescribed arrangements or plans of the yard, nor the purchase of stores, nor the sale of any articles, scraps, or chips, unless authorized by the Navy Department.

13.

Pass-word.

The pass-word for the night and the countersign is to be issued to such persons only as he may direct.

14.

Report of state of preparation of vessels at navy-yard.

On the first of each month the Commandant of a navy-yard will forward to the Secretary of the Navy a report of all vessels repairing or fitting for sea, which will embrace, in separate columns, the name of the vessel, her rate, probable time of completion of hull and machinery, when ready for officers, when ready for sea, name and rank of Commanding Officer, and any remarks deemed necessary; also the names, &c., of the vessels on service connected with the yard or station.

15.

Will require commanding officer of vessel to point out defects, and will employ.

He shall require the Commanding Officer of a vessel placed in his charge for repairs or equipment to point out any defects or deficiencies which he may discover, and he will employ the officers and other persons belonging to a vessel in storing or equipping, moving or securing, or in preparing her equipments whenever it can be done to advantage.

16.

Vessels under repair at a yard under control of the Commandant.

Vessels attached to a fleet or squadron, when undergoing repairs at a yard, shall be, from the time of their arrival at, and until their departure from, the yard or station, in all respects, in regard to crew, as well as vessel, under the sole control of the Commanding Officer of the yard or station. Should the necessity of the squadron require the services of the officers, the Commander-in-Chief of the squadron may transfer as many as he requires to other vessels of the squadron, sending the orders through the Commandant of the yard.

17.

If a Flag-Ship.

Should a Flag-Ship go to a yard or station for repairs, the officers and crew will in like manner be subject to the control of the Commandant, for the time being, though the flag of the officer in command may remain flying; but, when practicable, his flag shall be shifted to some other vessel of the fleet or squadron.

18.

Officers and crew of a vessel under repair may be removed to quarters.

When a vessel in commission is placed in a situation to receive repairs, her officers and crew may, if he deems necessary, be removed to some other vessel or quarters until the repairs are completed, but care must be taken that such vessel or quarters, and all articles belonging to them, are kept in good order by the persons using them.

19.

Not permit repairs on vessels without orders.

He will not permit any vessel to be repaired at the yard without the order of the Navy Department, except in cases of emergency; and in all such cases a survey shall be appointed, and a copy of their report forwarded to the Bureau of Construction without delay.

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20.

He will report to the Bureau of Construction and Repair the time when he receives a vessel for repair; when the repairs are commenced, and the time when her repairs are completed.

Will report to Bureau of Construction.

21.

When a vessel in ordinary is to be equipped for service, the equipments shall be made under the direction of the Commanding Officer of the yard, conformable to general regulations, or to such orders as he may receive from the Secretary of the Navy.

Equipment of vessels to be under the direction of the Commandant.

22.

Commandants of yards will post, for at least three months, in the most conspicuous place within the limits of their command, a copy of each general order and circular received.

Post general orders.

23.

When a vessel is to be laid up or put out of commission, the orders detaching the officers will not be delivered until the stores of the vessel have been landed, her crew transferred or paid off, and the vessel ready to be turned over, and all regulations fully complied with.

A vessel ordered out of commission.

24.

Commandants of navy-yards and stations will promptly report to the Department the departure of vessels from, or their arrival within, the limits of their command, stating the destination or the quarter from which they come, and the name of the Commanding Officers.

Report arrival and departure of vessels.

25.

The Commander of a vessel, when she is first equipped, shall be furnished by the Commandant of the yard with inventories of all the articles belonging to the different departments.

Furnish inventory of stores.

26.

When ships are building or repairing at navy-yards, proper scuttles, manholes, and limber-planks will be so arranged that easy access may be had to the spaces below the fire-room floor, the magazine-floor, chain-lockers, and tank-floors, and floors of the forward and after holds; and previous to the stowage of any articles, chains, or magazine-stores, the Commandant will require those, and all other spaces where chips, shavings, or dirt can accumulate, to be thoroughly examined and carefully cleaned.

Will see that there is proper access to the bilges, and bilges thoroughly cleaned before stowage.

When ships are refitted for sea, with or without repairs, the same examination and cleaning out of chips and dirt will be made and reported.

The Captain of the yard, Naval Constructor, and Chief Engineer will be constituted a board to see that this order is faithfully complied with in all cases, and so reported by them to the Department, according to the following form:

Board to report on cleanness of bilges, &c.

We, the undersigned, certify that we have made the examinations required by the regulations, and find the U. S. S. ——— thoroughly cleaned before stowage.

———, ———,
Captain, U. S. N.

———, ———,
Naval Constructor, U. S. N.

———, ———,
Chief Engineer, U. S. N.

When ships are built or repaired outside of the navy-yards, it will be made a part of the contract that the above conditions are to be complied with.

Ships built, &c., outside the yard.

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27.

Commanding Officer of a vessel to be furnished with plans, &c.

When a vessel is stowed and equipped, he will furnish the officer who is to command her with the drawings and plans required, and with lists of all stores and provisions which have been put on board in the respective departments, with their cost, and with the draught of water when the vessel is light and at other times.

28.

Shipping-articles, &c., to be furnished.

Each vessel of the Navy shall be furnished, by the Commanding Officer of the navy-yard from which she departs on a cruise, with a sufficient number of printed copies of the prescribed shipping-articles, and with seventy-five printed forms of the descriptive list, for every two hundred men composing her crew.

29.

In building or repair, account to be opened against the building or vessel, &c.

When he is directed to build, equip, or repair any vessel, or to construct any building, or to make any improvement in the yard, he will direct an account to be opened against such vessel, building, or improvement, debiting it with the number of days' work, and the cost of labor performed by each class of mechanics and laborers, and the quantity and cost of the different materials used, detailed reports of which are to be forwarded to the proper Bureau when the objects are completed.

30.

If requisition is made for articles not in store.

When requisitions are made for articles which are not in store, he will direct the officer in charge of the department in which they are wanted to make requisitions for them upon the Bureau, in the case of open purchases, or upon the contractor when the required article is deliverable under contract, and will approve and forward them. All bills of open purchase will accompany the articles, which must be approved by the Commandant previous to their expenditure.

31.

Bill-book.

He will have kept a bill-book, in which book all bills for articles which may be delivered in the yard are to be copied and be approved by him, keeping each appropriation and object distinct. He will keep marginal duplicates of all requisitions which he may approve.

32.

Officers stationed at yards to have charge, &c.

The Navy officers stationed in navy-yards are to have the charge of masting, rigging, stowing, arming, equipping, dismasting, mooring, and moving all vessels.

33.

Time-clerks to be furnished with lists.

He will direct the Constructor, Chief and Civil Engineers, to furnish the time-clerks, daily, with lists of the distribution of the workmen employed under their superintendence; and the foremen not under the Constructor, Chief or Civil Engineer, will report in the same manner as to those employed under them.

34.

Passes given by heads of Departments.

The head of each department at a navy-yard representing a Bureau will be allowed, under the general instructions of the Commandant of the yard, to sign passes by which articles belonging to the Bureau represented by them may be passed out of the yard.

35.

Mechanics, &c., to conform to regulations.

He will impress upon mechanics and all others that it is the condition of their employment that they conform to the established regulations of the yard.

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36.

He will not allow smoking in the yard, except in the officers' quarters, their inclosures, and the quarters of the ordinary men.

Smoking not allowed, excepting—

37.

He will cause the entering gates of the yard to be closed at sunset, and no visitors allowed after that time, unless to the officers attached to the yard, or to persons on board vessels alongside the yard.

Gates closed at sunset.

38.

No alterations are to be made in the hull, the dimensions or arrangements of the masts, spars, boats, or other equipments of any vessel which may be ordered for repair or equipment, without the previous sanction of the Department; but if, in the opinion of the Commanding Officer of the yard, any change can be made to improve the qualities of a vessel, or increase the accommodations of her crew, he will make reports to the proper Bureau, with the reasons for recommending the alterations, accompanied by an estimate of the probable increase of expense.

No alterations to be made in vessels or their equipment.

39.

When a vessel is transferred to the Commandant of a yard at the expiration of a cruise, he will have all the stores and outfits in the several departments duly surveyed and delivered into the charge of the proper officers, using every precaution to prevent losses in the transfer from the ship to the store-houses, and he will require all officers in charge of stores to superintend their removal.

A vessel transferred at the expiration of a cruise.

SECTION III.—*Captain of Navy-Yard.*

1.

There shall be attached to each navy-yard a Captain of the yard, who will be senior to all the other Line-Officers, and who, in the absence of the Commandant, will act in his place.

Captain to be senior Line-Officer next to Commandant.

2.

He shall have special charge—

Of the police and the enforcement of police regulations.

Of all the fires and lights in the workshops, and, after working-hours, he will satisfy himself that there is no danger of fire through the night.

Of keeping the walks and grounds clean and in good condition.

Of the berthing, moving, and mooring vessels, and of the fire and other tugs.

He will have charge of—

3.

He will exercise no authority and issue no orders, by virtue of his rank, over the heads of the other departments, relative to the business or pertaining to the special duty of such departments. Should, however, any matter come under his notice which, in his judgment, may appear to be contrary to the regulations of the Navy, or adverse to the interests of the service, he will immediately communicate the fact to the Commandant.

He will exercise no authority, &c., in business pertaining to other Departments.

4.

The Captain of a yard will also be the head of the Department of Equipment in the yard, and will discharge the duties of such position, in addition to his duties as Captain of the yard.

He will be the Equipment-Officer.

5.

The Captain of the yard will direct the fire-department, and he will frequently examine the engines and all apparatus for subduing fires, report at once any deficiencies, and once a month, at least, in writing, their actual condition. The carpenter, or other proper person, will take charge of and

He will direct the fire-department.

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keep in order the engines, hose, and fire-buckets, and will report to the officer in command of the fire-department any deficiencies.

6.

Scrutiny of articles coming into and going out of a yard.

He will cause to be scrutinized all articles and packages passing into or out of the yard; all which may be suspected are to be stopped and examined, when, if found to be of an improper character, they are to be detained, and a report made to the Commandant.

7.

Passes.

Each morning, all passes presented at the gate during the preceding day will be delivered to the Captain of the yard for inspection and report.

8.

If absent.

Should the Captain of a yard be absent, his duties will be performed by the Line-Officer next in rank.

SECTION IV.—*Senior Aid to Commandant and other Line-Officers.*

1.

Senior Aid.

There shall be attached to each navy-yard an officer, not above the rank of Commander, who shall be called Senior Aid to the Commandant, who will act as his principal aid in regard to the duties of the yard.

2.

He will have no direct control.

He shall have no direct authority or control of the affairs of the yard by virtue of his own rank or position, but it will be his duty to convey to the heads of the departments of the yard such orders as the Commandant desires to transmit verbally; and it shall also be his duty to visit and observe all parts of the navy-yard and its establishments, and to make such reports as will enable the Commandant to be fully informed as to the harmonious working of the various parts of the station under his command.

3.

Journal to be kept.

A regular journal will be kept under his direction, which he will sign daily and submit monthly to the Commandant for his approval. In it shall be entered the time when all officers report for duty at, or shall be detached from, the yard, when any vessel is received for repairs or put in commission, the number of mechanics and others employed, the arrival and departure of all vessels of war and of vessels with stores of any kind for the yard, the time when any vessel is taken into or removed from the dock, the state of the wind and weather, as well as the barometer and thermometer, and the other principal transactions of the yard.

4.

Other Line-Officers.

Other Line-Officers, of inferior rank, may be attached to the yards, as subordinate aids to the Commandant, for the purpose of assisting the Senior Aid, and for general experience and observation in the duties of their profession, but they, like the Senior Aid, will have no authority, except as aids and assistants to the Commandant, as above set forth.

SECTION V.—*Officers in charge of stores.*

1.

Responsibility of officers in charge of stores.

Officers in charge of stores will be responsible for their proper care and expenditure in conformity with their instructions; and they will make the returns prescribed by the Bureaus under which they are serving.

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2.

They will, under the direction of the Commanding Officer of the yard, have charge of the keys of all store-houses and buildings containing articles for which they are responsible. The keys must never be taken out of the yard, and when not in use must be kept in the designated place.

Will have charge of keys.

3.

Whenever directed by the Commanding Officer, they will make requisition upon the Bureau or contractors for all articles wanted, and present the same to him for his approval. Such requisitions must specify the appropriation and class, and, when practicable, the particular object for which the articles are required, and, if at open purchase, the estimated cost; separate requisitions must be made under each appropriation for which articles are wanted.

Will make requisitions.

4.

They will not give a receipt for any articles delivered in the yard until furnished with an invoice or bill stating the particular articles, their cost, and the object or appropriation for which they were purchased; nor until the articles shall have been certified to be of proper quality by the inspecting officers, unless otherwise directed by a written order from the Commandant.

Articles not to be receipted for, until—

5.

All articles which may be received into the yard for public service, or which may be placed in their charge by the order of the Commandant, shall be immediately entered on their books under the respective appropriations to which they belong.

Articles to be entered on books under their appropriation.

6.

They shall not deliver articles for any other object or appropriation than that for which they were originally received, except by a written order of or upon a requisition approved by the Commandant, which order or requisition they must preserve as the authority for such transfer.

Articles not to be delivered except under their appropriation.

7.

They will issue no articles (timber, timber materials, and coal excepted) but by the written order of, or upon requisitions duly approved by, the Commandant. These requisitions or orders must specify the appropriation, and the object for which the articles are wanted; and when they are to be drawn from an appropriation other than that for which they are wanted, it must be distinctly stated on the face of the requisition. Requisitions for timber, timber materials, and coal can be made semi-monthly, to cover the quantities which may have been used, condemned, or transferred during the preceding half month.

No articles except — to be delivered other than on requisition approved by the Commandant.

8.

They will deliver articles to vessels in commission upon requisitions, when signed by the Commanding Officer of the vessel, approved by the senior officer present in command of such vessels and by the Commandant of the yard, and Chief of Bureau. Should a requisition be in excess of the allowance he will report it to the Commandant.

Articles delivered to vessels in commission.

9.

They will take receipts upon the requisitions themselves for all articles delivered, and preserve them as vouchers, and also upon invoices prepared in triplicate, one of which they will leave for the use and government of the officer receipting for the same. They will give credit to the proper objects, and charge themselves on the books with all surplus stores that may have been required for any object and returned to them again as not wanted.

Will take receipts upon the requisitions, &c.

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10.

Will examine accounts rendered.

They will examine all accounts rendered for supplies furnished, which have been duly certified as having passed inspection, and, on being satisfied of their accuracy, and of the prices charged, will receipt the same and send them immediately to the Commandant for approval; but if they believe any article to be overcharged, or shall discover any defect or deficiency, they will call the attention of the Commandant to such charge, defect, or deficiency before receipting for them.

11.

Stores returned from vessels.

After a survey has been held upon stores returned from a ship they will receive them on account, excepting such as have been condemned. When articles recommended for repairs are repaired they will credit the vessel with their original value, less the cost of repairs. The articles so received may be issued to other vessels by order of the Commandant of the yard; and these second-hand articles must be entered and expended on separate lines from other articles.

12.

Will report when stores require replenishing.

They will notify the Commandant whenever any stores require replenishing, and when any measures may be necessary for the proper preservation of articles in their charge.

13.

Stores that are not precisely such as named in requisitions.

When there are any articles in store which may be used without impairing efficiency, though not of the precise dimensions, form, or quality named in a requisition, they are to be supplied in place of those required unless otherwise specially directed by the Commandant.

14.

Will be responsible for the shipment of stores.

They will be responsible for the shipment of all stores under their charge by such conveyances as may be furnished, and conformably to orders. Particular attention must be paid by them to have all the articles thus to be transported deliverable by the bills of lading at the precise place to which they may have been ordered, and that they are in good shipping order. The price, rate, or amount of freight to be paid must be specifically inserted in all bills of lading.

15.

Articles to be accompanied by an invoice.

All articles forwarded from the navy-yard must be accompanied by a bill or invoice stating the particular contents of each package, the cost of the separate articles, and the appropriation to which they belong.

16.

Books and returns as prescribed by Bureaus.

They will keep their books and make their returns in such manner and at such times as may be prescribed by the Bureaus.

17.

Return of excess of cost of articles purchased in open market.

Whenever articles contracted for are, in consequence of the failure of the contractor to furnish them, purchased in open market, they will receipt for them, keeping a record, and making a quarterly return to the proper Bureau of the excess of cost over that of the contract-price.

18.

Scrutiny of requisitions, &c.

They will carefully scrutinize all requisitions made upon the stores in their charge; and whenever a quantity of material is issued a receipt will be taken, and when a manufacture is completed and the article turned into store, the officer or master-workman will make a proper exhibit of the portion used, and the balance is to be returned.

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19.

Articles received to be examined, weighed, or measured.

They will carefully examine, weigh, or measure all articles received on contract or on open purchase, and only give receipts after they have been found to agree with the terms of the contract or advertisement; when they are to be entered immediately on the books, certified bills made out and handed to the Commandant for his approval, to be transmitted to the parties interested.

20.

Supplies furnished to be marked with name of.

All persons furnishing supplies to the Navy are required to mark and distinguish the same with the name of the contractor furnishing such supplies, and no supplies, of any kind, are to be received unless so marked and distinguished.

21.

Receipts taken for all articles on delivery.

They will not deliver or issue any article out of the store without taking a proper receipt at the time of delivery; and when a vessel has been fully equipped and fitted for her cruise, they will make inventories in duplicate of all articles, with their cost, one of which, signed by him, is to be delivered to the officer of the vessel in charge of such stores, and the other receipted by the officer of the vessel and forwarded to the Bureau.

22.

Will attend surveys and sales.

They will attend all sales and surveys on articles under the cognizance of the Bureau to which they are attached.

23.

Condemned stores.

Such stores as are condemned they will take care are disposed of as the survey approved by the Bureau directs, but in no case will they allow articles to be sacrificed through sales at auction.

24.

Furnish Bureau a statement of stores landed, &c.

When stores have been landed, surveyed, and disposed of, they will furnish the Bureau with a statement showing their total value. All stores landed from vessels must be kept separately.

25.

To supply outfits.

They are to supply all vessels when fitting for sea with the outfits and stores directed by the Bureau, taking receipts therefor and transmitting them to the Bureau.

26.

Will make requisitions upon Bureaus.

They will make requisitions upon the Bureaus in time to answer the demands that may be made upon them.

27.

When relieved.

When relieved they shall make a regular transfer of all stores on hand to their successors.

28.

Officer in charge of Navigation stores.

The Officer in charge of Navigation stores will examine the construction of every vessel in the vicinity of the steering apparatus, and ascertain by personal inspection that there are no iron bars, rods, stanchions, axles, or other iron fastenings in or about the pilot-house, or sufficiently near the binnacle to affect the compasses, but that all metallic fastenings or mountings are made of copper or other suitable composition. He will also specially examine into the condition of the compasses of the vessel after they have been put in the places selected for them, reporting the result of the examination to the Bureau.

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SECTION VI.—*Officers in charge of Departments in Navy-Yards.*

1.

Will supervise the work, &c.

Officers in charge of the different departments in navy-yards will be as seldom in their offices and as much in the workshops or other places where work is going on as may be practicable. They are to ascertain by personal observation, as often during the day as opportunity offers, the nature of the work that is in hand and the manner in which it is being done, and are to make themselves acquainted with the value of the men under their superintendence, as faithful and capable hands.

They will supervise all work done under their respective Bureaus in the yard, and have the general superintendence, charge, direction, and mustering of all persons employed by them.

2.

Work done under one Bureau for another.

When, by order of the Bureau or of the Commandant, they do work for other departments of the yard, they will send every morning, through the Commandant to the officer in charge of the department for which the work is done, a report of the number and class of men employed, with their rate of pay.

3.

Pay-rolls.

They will prepare duplicate pay-rolls, certified by themselves, for paying the men; the originals to be sent to the Commandant of the yard for his approval, and transmitted to the Paymaster; and the duplicate forwarded to the Bureau.

SECTION VII.—*Chief Engineer attached to a Navy-Yard.*

1.

Superintendence of machinery.

When a Chief Engineer is attached to a navy-yard, he will, under the direction of the Commandant, have the superintendence of the construction and repair of the steam and other machinery.

2.

Supervision of all employed in machine-shops.

He will have the supervision, under the Commandant, of the foreman and all the men employed in the machine and boiler shops and founderies, and of the material used in those departments, and be responsible for its preservation and proper use.

3.

Semi-monthly and other reports.

He will make out and sign the semi-monthly and other reports in his department that are required to be made by the Commandant to the Bureau of Steam-Engineering, who will furnish him with the costs and expenditures necessary for this purpose.

4.

Foreman's report of expenditure of material, &c.

Foremen will report to him at the middle and end of each month the expenditure of material and labor upon the several objects under their immediate superintendence.

5.

Account of labor and material.

He will have an account kept of all material and labor expended on each and every object, and report to the Commandant semi-monthly, distinguishing the number and classes of men employed, and the kind and quantity of material used in each.

6.

Will be governed by regulations for.

He will be governed by the regulations for officers in charge of stores and of departments in navy-yards.

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7.

He will at the end of each fiscal year submit to the Commandant a report of the engines and boilers that have been made or repaired, showing the original estimate and the actual expenditure.

Report at the end of fiscal year.

8.

All steam-generators in navy-yards will be inspected quarterly by the Chief Engineer, who will report to the Commandant their condition, the steam pressure which they may safely be subjected to, and he will make such suggestions as, in his opinion, will add to their safety and efficiency. When changes or repairs to a generator are recommended by him, the Commandant will forward such recommendations to the Bureau to which such generator belongs.

Steam-generators.

9.

He shall have charge of all steam-machinery afloat, at the yard or station, under the direction of the Commandant, whether the vessel be under repairs or in ordinary; and he is to exercise control over all employés in the Engineer's department on board such vessels. When the vessel under repair is in commission, he will, before commencing any repair, confer with the Commanding Officer of the vessel, who will render him every facility for the prompt and economical execution of the work.

Steam-machinery afloat.

10.

He is responsible for the condition and preservation of all the machinery of the vessels under his charge. When a steamer is to be laid up, he will take charge of the machinery at the time the Chief Engineer of the vessel is detached; when repairs are to be effected, he will make requisition on the Commandant for the work necessary.

Responsible for machinery of vessels under his charge.

11.

He will make monthly reports to the Commandant of the condition of the Engineer's department of all vessels under his charge, mentioning the repairs required, and using every means for the preservation of their engines, boilers, and appurtenances.

Monthly reports.

SECTION VIII.—*Civil Engineers.*

1.

The Civil Engineer at a navy-yard will supervise the erection and the repairs of buildings, docks, and wharves, and, if required, magazines or other naval structures outside. He will have the immediate supervision and direction of the Architect, when one is employed, and of all foremen and workmen; he will recommend their respective wages, and be responsible for the proper distribution and use of material.

He will have charge of—

2.

He will conform strictly to the instructions he may receive, and will, when directed, prepare plans of proposed improvements, estimates of cost, with bills of materials, and schedules for advertisements.

To prepare plans, estimates, &c.

3.

He will at the end of each fiscal year submit a report to the Commandant of the condition of the several works of improvement, the original estimate to complete, the amount appropriated for each object, progress made upon each, and the total amount expended during the year, the amount of appropriation unexpended for each, and the additional amount, if any, required to complete such work; and if any more is required than was originally estimated, the reasons must be fully stated.

Yearly report of condition of works, improvements, &c.

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4.

Daily report of employés required.

He will inform the Commandant daily of the number and rating of persons required for employment the next day, noting in each class the proposed increase or decrease, and, when a decrease is directed, will indicate for discharge those least serviceable.

5.

Inspection of material.

The inspection and measurement of all material and of all work under his charge will be under his supervision.

6.

Examination of bills, pay-roll, &c.

He will examine and certify to the correctness of all bills for material and supplies for works under his supervision; will examine as to the correctness of the pay-roll for labor, and sign the monthly and semi-monthly reports that are required to be made by the Commandant of the yard to the Bureau of Yards and Docks.

7.

Requisitions for material to be expended.

All requisitions for material or articles to be expended will be made by the foreman, countersigned by him and approved by the Commandant, who will allow such as he may deem necessary. No articles or material are to be purchased without previous requisition, nor are any to be used till they are duly inspected, approved, and receipted for.

8.

Responsible for waste.

He will be responsible for all waste or improper use of material by those under his supervision.

9.

Account of labor and material.

He will keep an exact account of all material and labor expended upon each object, and report to the Commandant, semi-monthly, the progress on the same, the number and class of the men employed, and the kind and quantities of materials used on each.

10.

Not to exceed appropriation.

He will be careful that the sums expended and the liabilities incurred shall not exceed the appropriation for any work; to which end he will be furnished with copies of appropriations and contracts made and of orders issued in relation to any works under his supervision; and he will be responsible for the execution of the works supervised by him, according to the plans approved by the Bureau, and within the time and amount estimated by him.

SECTION IX.—*Naval Constructors.*

1.

Will have charge of construction and repair of all vessels.

The Naval Constructor at a navy-yard will have the general superintendence and charge of the construction and repair of all vessels, and also the immediate superintendence and direction of all foremen, mechanics, and laborers employed on the work confided to him by the Commandant.

2.

Will conform strictly to instructions, will report defects discovered, suggest modifications, &c.

He will conform strictly to the instructions he may receive for the building and repair of ships, being furnished with copies of orders and contracts relating thereto; if in the course of the repair of any vessel defects should be discovered which were not previously known, and which will be likely to increase the expense or delay the work, he will make immediate report of the same to the Commandant for further instructions, suggesting such modifications as will be likely to diminish the expense or increase the utility of the work. He will prepare bills of material and schedules for advertisement, and also the accounts of cost of building and repairing ships, for transmission, when approved, to the Bureau.

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3.

He will, before the end of each fiscal year, submit to the Commandant a report of the vessels that have been built, repaired, and for which work has been done, giving the original estimate and the actual expenditure. Yearly report.

4.

He will make such suggestions to the Commandant, in the line of his profession, as he may consider for the interest of the service. Will make suggestions.

5.

He will inform the Commandant of the names and ratings of those necessary to employ in the various departments under his control, and will recommend their respective wages; when the services of any are no longer required, he will report to the Commandant the persons that may be dispensed with, and he will report any irregularity, incompetence, neglect, or misconduct of persons under his direction. Report of employés and—

6.

The inspection and measurement of all material used on work under his charge, and the storage and preservation of the same, will be under his supervision. He will prevent the use or conversion of any material until such account is taken of it as will secure a correct expenditure, and he will cause daily returns to be made of all material which may have been used or converted, and to what object applied, in order that requisitions may be made to cover the expenditure. He will have such records and registers of timber kept as will conform to the instructions of the Bureau. All condemned material will be expended as such, and be included in the semi-monthly requisitions accordingly, as if expended in any other manner. Measurement of material, storage, &c. Daily returns of material used.

7.

He will examine and certify to the correctness of all bills for material and supplies for work under his charge; will examine and certify as to the correctness of the pay-roll for labor; will have made and sign all reports in his department that are required to be made by the Commandant of the yard to the Bureau of Construction and Repair, the Commandant causing him to be furnished with the costs and expenditures necessary for this purpose. Examination of bills, pay-rolls, &c.

8.

All requisitions for material or articles in his department are to be made by the foremen employed under his direction, and, when countersigned by him, are to be submitted for the approval of the Commandant. No material is to be used till it is duly inspected, approved, and received. Requisitions.

9.

He will be responsible for all waste and improper use of material by those under his general superintendence. Responsible for waste.

10.

He will have an exact account kept of all material and labor expended on each and every object, and report to the Commandant semi-monthly the operations on the same, distinguishing the number and classes of the men employed and the kind and quantities of material used on each. Account of material and labor, and report.

11.

He will carefully examine, at least once a month, all the vessels which may be on the stocks or in ordinary, to see that they are effectually guarded against change of form or decay, and make a written report to the Commandant. Examination of vessels.

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12.

Assistant Naval Constructor.

The Assistant Naval Constructor will act under the supervision and direction of the Naval Constructor, and in the absence of the latter will perform his duties.

SECTION X.—*Medical Officers.*

1.

Will have charge of all medical stores.

The senior Medical Officer on duty at a navy-yard will have charge of all medicines, medical stores, instruments, and other articles provided by the Bureau of Medicine and Surgery for use at the yard, for vessels fitting out, or received from vessels arriving.

2.

Professional services to those on duty.

Regarding families.

He will give his professional attention to all officers and other persons belonging to the Navy and Marine Corps who are on duty at the yard. When Medical Officers are called upon to attend the families of officers their services must be considered voluntary and at the discretion of the Medical Officer, excepting at stations where medical assistance cannot be readily procured.

3.

Persons injured while at work in yard.

When wounds or injuries are received by mechanics or laborers while at work in the yard, he will expend whatever may be necessary in rendering his professional assistance.

4.

Report of sick.

He will report daily to the Commandant the names of all persons attached to the yard who should be excused from duty on account of sickness, and he will furnish the officer in command of the Marine guard with the names of the marines who may be unfit for duty.

5.

Examination of recruits.

He will examine recruits who may offer to enlist in the Marine Corps at the yard, and all candidates for appointment in the Navy who may present themselves under proper authority.

SECTION XI.—*Naval Hospitals, and Medical Officers in charge of Hospitals.*

1.

Officers admitted to hospitals.

When officers are admitted into a Naval Hospital they are entitled to remain under treatment and to have all the advantages of such hospital until cured, unless in the case of chronic disorders, which, after a sufficient period, shall appear to the Medical Officer in charge as not susceptible of cure; in such cases he will make a report to the Commanding Officer of the station and request a medical survey thereon. If the survey recommends a continuance of treatment, the officer or officers surveyed will remain until a subsequent survey or surveys shall recommend a discharge. When a medical survey, duly approved, shall recommend the discharge of an officer, it shall be at the option of such officer, if disabled or decrepit, to be transferred to the Naval Asylum. A copy of all the papers in such cases will be forwarded by the Commanding Officer to the Secretary of the Navy.

2.

Sick, wounded, or disabled officers entitled to naval medical attendance.

The fact that an officer has been treated within a Naval Hospital for four months, or for a longer period, is not to be considered as a bar to his re-admission to the same, or to any other hospital. Sick, wounded, or disabled officers are entitled to the benefits of naval medical and surgical attendance,

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either within or without a naval hospital or asylum, so long as they remain sick, wounded, or disabled.

3.

An officer of the Navy, seaman, or marine admitted into a hospital for treatment shall be charged for his maintenance the value of one ration per day, to be deducted from their pay and credited to the Naval Hospital Fund by the Pay Officer on whose books the account of the officer, seaman, or marine is borne.

An officer to be charged for maintenance per day, the value of one ration.

4.

The Medical Officer in charge shall, when patients are left in a hospital, after the sailing of the vessel from which they were sent, as soon as any are in a situation to justify their removal, report to the Commanding Officer of the station, making a particular statement of the facts and circumstances connected with each case.

Patients from a vessel remaining in hospital after her sailing.

5.

If any clothing or other articles be furnished to men while in a hospital, a statement, with their cost, is to be made upon the back of the clothes-lists which accompanied them, duly certified by the proper officer of the hospital. All regulations for a hospital must be submitted to the Secretary of the Navy.

Clothing, &c., furnished to men while in hospital.

6.

Passed and other Assistant Surgeons attached to a navy-yard or hospital will be guided by the regulations prescribed for Medical Officers of the same grade attached to vessels for sea-service.

Passed and Assistant Surgeons at navy-yards and hospitals.

SECTION XII.—*Pay Officers attached to Navy-Yards, and Pay Officers in charge of stores.*

1.

The Pay Officer of a navy-yard will pay all officers and enlisted persons attached to it, and to the vessels in ordinary, and, if so ordered, those belonging to receiving-vessels, and such officers as have their accounts transferred to the station for pay. He will pay all mechanics and laborers employed under the direction of the Commandant, upon pay-rolls certified and approved, after he shall have satisfied himself of their correctness.

To pay officers, enlisted persons, mechanics, and laborers.

2.

In paying the men, they are to be divided into convenient gangs, not exceeding one hundred each, and conducted to the Pay Office by the foremen or quartermen in the order of their names on the rolls. The names of absentees will be called a second time after the gang has been paid, and all those who do not answer then, except in cases of sickness, shall not be paid until the next pay-day. The foremen or quartermen will be held responsible for the proper deportment of the men.

Arrangement for paying; absentees, &c.

3.

He shall make requisitions monthly, under the direction and with the approval of the Commandant, for the amount of money deemed necessary, such requisitions to be registered and certified to by the first clerk of the Commandant.

Requisitions for money.

4.

He will keep distinct accounts of moneys received and expended under different appropriations, and never apply them to any other objects than those for which they were drawn, except by special written authority from the Secretary of the Navy.

Moneys under different appropriations.

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5.

Statement of receipts and expenditures.

He will forward to the Navy Department, every two weeks, a summary statement showing his receipts and expenditures, with the balances then on hand, under each head of appropriation; also, an estimate of the amount required, under each head, for the succeeding month.

6.

Assistant Paymaster.

Wherever there is an Assistant Paymaster on duty as an assistant to the Pay Officer he will be considered in the place of a clerk or writer, and the clerical force will be reduced accordingly.

7.

Pay Officer in charge of stores.

Pay Officers when in charge of stores in a navy-yard are to receive and inspect all stores offered, by authority, for delivery under contract, and prepare for issue all such as strictly conform to the conditions of the contract and to the samples, where they have been provided; receive stores from ships returned from sea, and keep and issue them; but articles of clothing and small-stores which have been injured by use will not thus be received.

8.

Definition of "stores."

The term "stores," as applicable to articles belonging to the Bureau of Provisions and Clothing, is to be understood as meaning provisions, clothing, small-stores, candles, Paymaster's stationery and blanks, and Paymaster's Yeoman's stores.

9.

To guard against deterioration of stores.

They are to exercise a constant supervision over the stores in their custody, protect them against deterioration by every means in their power, and are not to issue clothing that does not conform to the uniform. They will be governed by the regulations for officers in charge of stores at navy-yards.

SECTION XIII.—*Inspectors at Navy-Yards and Naval Stations.*

1.

Duties and accountability of inspectors.

Inspectors will be held to a strict accountability for the reception of any inferior articles. Under the direction of the appropriate Bureau, they will provide their offices with facilities for testing the purity and quality of all articles which are offered for reception; where more accurate determinations are required, the proper Bureau will authorize scientific analysis. Every Inspector will keep a book, which shall be an official register of his examinations of articles offered for delivery; it will contain the names of the contractors or vendors, the articles passed or rejected, with the dates of passage or rejection, and the daily indorsement of the Inspector. The rejected articles will be placed by themselves, and the Commandant will cause them to be removed from the yard within forty-eight hours, or report to the proper Bureau when such immediate removal is impracticable. On the last day of every month Inspectors will make an abstract report of all their transactions to the respective Bureaus. Every article of supply for the Navy must be thoroughly inspected before reception, and every officer charged with this duty will make out and forward his reports in accordance with these instructions.

SECTION XIV.—*Purchasing-Agents.*

1.

Requisition for stores.

All requisitions for stores must be approved by the Commandant of the yard or station, and those for articles not under contract will be made upon the Purchasing-Agent, who will procure them, and be responsible that they are obtained at the lowest market-price and of the best quality, subject to inspection at the yard before being received. If articles are to be selected, the person to do so will call upon the Purchasing-Agent for instructions, and

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when the articles are obtained the Commandant will satisfy himself of the correctness of the bills before approving them. This order will not apply to articles specially ordered by the Department or its Bureaus. Requisitions for stores contracted for will be made on the contractor directly.

2.

Open purchases will not be made unless the requisition has the approval of the proper Bureau.

Open purchase requires the approval of a Bureau.

3.

Whenever necessary to purchase articles contracted for in open market, in consequence of the failure of the contractor to furnish them, the requisition will be made on the Purchasing-Agent, and will state upon its face: "There is required to be purchased, in open market, for immediate use, to supply deficiencies under the contract of," (here state the contractor's name,) "dated ——— ———, the following articles, which must conform in quality as near to the contract as practicable." The bills must be certified by the Purchasing-Agent thus: "The above-named articles were purchased at the lowest market-prices, in open market, for immediate use, to supply deficiencies under the contract of ——— ———, dated ——— ———." The Purchasing-Agent will keep a record of these purchases, showing the aggregate amount thereof, to be returned to the respective Bureaus quarterly.

Form of requisition for purchase in open market, a contractor failing to furnish.

4.

He will procure all freight or transportation of articles not provided for by the Bureaus, on the requisitions of the Commandant of the yard or station, and will be responsible for the efficient means as well as the proper rate of freight or transportation. When necessary to send drafts of men from one station to another, he will, upon the order of the Commandant, or senior officer present, furnish means of transportation.

Procuring transportation.

5.

He will certify on all bills for purchases, and for freight and transportation procured by him, that the prices are the lowest market-rates.

Will certify to prices.

6.

If he sends articles from one place to another, particular attention must be paid to make them deliverable by the charter-party, bill of lading, or other agreement, at the precise place where they may be required, and a particular rate of freight be inserted. The number of lay-days and the amount of daily demurrage, after they shall have expired, must be explicitly stated in the charter-party and bill of lading.

Attention to bills of lading, &c.

7.

Pay Officers at shore-stations will keep their deposits with the nearest assistant treasurer, except those stationed at Washington, who will keep their deposits with the Treasurer of the United States.

Deposits to be kept at—

8.

They shall have no private interest, directly or indirectly, in the supply of any article which they procure for the Navy. They will not give certificates to persons with whom they have had dealings, or to inventors whose works they may have examined.

Will have no private interest in the supply of articles.

9.

They are to make no sale of articles, nor any purchases, nor incur any public expense without the sanction of the Commandant of the navy-yard or station, of the Navy Department, or of one of its Bureaus.

Sanction of Commanding Officer required for purchases or sales.

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10.

No bills to be paid but by approval of Commanding Officer.

They will pay no bills for articles furnished or services rendered to navy-yards, or to vessels under the control of the Commanding Officer of the yard, without the previous approval of that officer; nor any bills for articles furnished or services rendered directly to vessels in commission, without the certificate of the Commanding Officer of the vessel and the approval of the senior officer in command, unless sanctioned by the Navy Department.

11.

Bills to be paid from their respective appropriations.

They will not pay bills under one appropriation from any money belonging to another without the express sanction of the Secretary of the Navy; and whenever money shall be so transferred they shall note it in their next return.

12.

Requisitions for money to be made under specific heads of—

Their requisitions upon the Department and Bureaus for money must be made under the specific heads of appropriation, and those upon the Bureaus must be accompanied by triplicates of the bills for the payment intended.

13.

Monthly returns to the Navy Department.

They will make monthly returns to the Navy Department of all moneys received, expended, and remaining on hand, under each appropriation, in such form as may be prescribed. These returns must be made out and forwarded within ten days after the expiration of each month, unless otherwise directed by the Secretary of the Treasury.

14.

Purchases to be made at stations.

Purchasing Pay Officers will procure all articles necessary to be bought on open-purchase requisitions at the places at which they are stationed, if it is practicable to do so, unless they are satisfied that any particular item or items can be purchased elsewhere at a lower price. In such case, or if any article so required cannot be procured at the place in question, reference will be made immediately to the Bureau concerned.

15.

Will pay advances.

They will pay authorized advances to officers ordered on sea-duty, and indorse upon the original order of the officer the date and amount of such advance; this indorsement is deemed a sufficient notice to the Pay Officer taking up the account of the officer to enable him to make the requisite entry on his books.

SECTION XV.—*Foremen at Navy-Yards.*

1.

Application for the position of foreman.

Applications to fill the position of Foreman in any of the navy-yards will be addressed to the Secretary of the Navy, through the Commandant, stating the name, age, and residence of the applicant, with testimonials as to his character, habits, professional skill and competency, and physical ability.

2.

Selection by a board.

Whenever a vacancy shall occur in the position of Foreman, the board convened at the navy-yard where such vacancy exists will, under the direction of the Secretary of the Navy, make a selection from the qualified candidates, who shall have passed a satisfactory examination, irrespective of locality—no district or State being entitled to preference for these positions.

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3.

They will be in the yard at the time of commencing work, and keep in due form an account of the labor performed by each individual in their respective departments, upon different objects, and they will hand copies of the same daily to the clerk of the Commanding Officer, and also to the heads of the several Departments.

Time of attendance, &c.

4.

They will have the immediate control of, and be vigilant to insure constant diligence from, all those employed under their direction.

Will have control.

5.

They will attend all surveys and conversions of materials in their respective departments, and, if necessary, suggest measures for their better preservation.

Will attend surveys.

6.

In the selection of workmen, they may suggest the names of persons to be employed. When men are required, and new hands taken into the yard who may not be known to the chiefs of the respective departments, they shall be examined by the officer in charge of the department concerned, and will not be received unless they are found competent and correct. When a reduction is required they may suggest the names of the persons, but the selection for discharge must be approved by the head of the department, under the direction of the Commandant, and shall embrace those whose services can best be dispensed with.

Selection of workmen.

7.

They will hand to the heads of their respective departments, daily, and at the middle and end of each month, the expenditure of materials and labor upon the several objects under their immediate superintendence. No article whatever is to be taken or used without the knowledge of the proper foreman.

Reports of expenditure.

8.

They must give their personal attendance, and are to be paid as others who receive daily pay, for the time they actually attend to their duty, except when special exemptions shall be granted with the approbation of the Commandant.

Will give personal attendance and receive daily rate of pay.

9.

They will not leave the yard during working-hours without the knowledge and consent of the head of the department in which employed, and the approval of the Commandant, and no person employed under them shall leave the yard during working-hours without such permission and approval.

Not to be absent during working-hours.

10.

If any mechanic or other person employed in a navy-yard shall be dismissed for misconduct he shall not again be employed, except by the direction of the Secretary of the Navy.

If a person is dismissed.

11.

All nominations of persons to positions in navy-yards, which require the approval of the Department, must be accompanied by testimonials of character, habits, and competency, and a statement as to whether the nominee has served in the military or naval service, and, if so, how long, and in what capacity.

Nominations requiring approval of Department to be accompanied by testimonials.

12.

In the employment of mechanics and others in navy-yards, or elsewhere in the service of the Navy Department, preference is to be given to such as have been honorably discharged from the Navy and Marine Corps, and es-

Preference in employment to be given.

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pecially to those who have been wounded or disabled, provided they are capable of performing satisfactorily the duties required of them.

SECTION XVI.—*Time-Books, Time-Clerks, Mustering Workmen, Check-Officers.*

1.

Time-books, kept by—

Time-books will be kept by the foremen, and every day, before leaving the yard, they will make up their time-tables for that day, certify to their correctness, and hand them in person to the head of their department, who will retain them until required for making out their pay-roll, when they will be given to the time-clerk for that purpose.

2.

Record to be kept by heads of departments.

The heads of departments will also make a record of the gross time, from day to day, and keep this record apart and secure, and will verify the accuracy of the pay-roll, when finally made out, by comparing the two, as an additional check thereon.

3.

Time-clerks.

The time-clerks of the yard are responsible for the proper mustering of the men, and for making correct returns of their time and the pay allowed them.

4.

To be present at musters.

To make semi-monthly pay-rolls.

Monthly copy of semi-monthly pay-rolls.

They must be present at the times prescribed for mustering the workmen, and then commence the musters. They are to make out, semi-monthly, the pay-rolls by which the workmen are to be paid and those containing the names of the workmen, the number of days' work each has performed, the class to which he belongs, the rate of pay established by the Commandant for each class, the amount due to each individual, the whole amount chargeable to each appropriation, and marginal notes of all extra work performed are to be certified by them as correct, for the information of the Pay Officer. They are also to make out, monthly, a copy or transcript of the last two semi-monthly pay-rolls, which is to be signed by them, and approved and forwarded by the Commandant to the appropriate Bureau.

5.

Mustering of workmen.

The mustering of workmen is to commence twenty minutes before the bell rings in the morning and at noon. The moment the men are mustered they must proceed at once to the place of work, ready to begin the moment the bell tolls the hour of labor. No workman is to leave his work until the bell rings to knock off.

6.

Check-officer to be present at every muster.

His duties.

A check-officer, who is to be a commissioned officer of the line, is to be present at each mustering office or station whenever a muster takes place, and, with a verified copy of the roll used thereat, he is to note, as the roll is called, the presence or absence of each individual, and to enter the name of any new man not already on the roll. After the muster, he is to compare his roll with that of the mustering-clerk, and if any disagreement should be found, an investigation must take place without delay, to ascertain the cause of the discrepancy and to correct the error. The rolls kept by check-officers, when filled, are to be returned by them to the Commandant's office, and there filed for reference. In case of a deficiency of officers to serve as just mentioned, the Commandant is to direct as many of the clerks or writers already employed in the yard as may be necessary to act in their stead, and they are to do so in addition to the ordinary duties exacted of them.

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CHAPTER XXIV.

MARINES AT NAVY-YARDS.

1.

The Marine detachment serving within a navy-yard is to be subject to the orders of the Commandant of the yard, but no part of the detachment shall be relieved or withdrawn except by order of the Commandant of the Marine Corps, approved by the Secretary of the Navy.

The Marine detachment at a Navy-yard.

2.

When an officer of the Marine Corps is ordered to relieve another in command of the Marines within a navy-yard, he shall, on his arrival, report himself to the Commandant of the yard. Marine Officers for duty at a yard will report first to the Commandant, and then to the Commanding Marine Officer.

An officer of the Marine Corps reporting at a yard.

3.

The Commanding Officer of the Marines within a navy-yard will cause such sentinels to be posted as may be directed by the Commandant, and will make to him a daily report of the number and disposition of the force under his command.

Posting of sentinels.

4.

He will, unless the Commandant shall think proper to issue it himself, transmit every morning, in writing and under seal, to the Commandant, and to such other officers and such only as the Commandant may designate, the countersign for the ensuing night.

Will issue the countersign unless—

5.

The police and internal government of Marines, when in barracks, within or without a navy-yard, and their instruction, shall be under the direction of the Commanding Marine Officer, with the approval of the Commandant of the yard.

The police and internal government of the Marines.

6.

The Marine Corps is subject to the laws and regulations established for the government of the Navy. except when detached for service with the Army; all discipline, rating, and disrating must be in accordance with the laws for the government of the Navy, on the recommendation of the officer in command of the Marines, approved by the Commandant.

Marine Corps subject to the laws and regulations for the Navy.

7.

Customary liberty to non-commissioned officers, musicians, and privates may be granted at the discretion of the Marine Officer in command of the Marines, with the approval of the Commandant of the yard.

Granting leave.

8.

All official communications to and from officers and enlisted men of the Marine Corps serving at yards will be forwarded through the Commanding Officer of the yard.

Forwarding official communications.

9.

Deficiencies in the complements of Marines in vessels, on the eve of sailing, may, by order of the Commandant of the yard, be supplied by the Commanding Marine Officer, and the circumstances reported without delay to the Commandant of the Marine Corps by the officer in command of the Marines, and by the Commandant of the yard to the Navy Department.

Filling deficiencies in the complements of vessels.

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10.

Offenses committed by Marines.

All offenses committed by Marines as sentinels, or in violation of orders given by the Commandant of the yard, must be reported to him. Other offenses which may be committed by them, either in barrack-inclosures or elsewhere, will be reported to the officer commanding the Marines.

11.

Exercises, &c., of Marines to be—

The exercises and formation of Marines at parades, reviews, inspections, escorts, guard-mountings, and funerals, challenges of persons, police and regulations for camp and garrison duties, and salutes, will be the same as those established or which may be established for the Army.

12.

Transfer of Marines.

When Marines are transferred from one station to another, the officer transferring them shall forward their returns to the officer to whom they are transferred.

13.

Officers to assist their Commanding Officer in—

Officers serving with detachments shall assist their Commanding Officer in making out rolls, reports, and returns, keeping the books of the detachment, attending to issues and to everything connected with the welfare of the command.

14.

The Officer of the Day will inspect provisions.

The Officer of the Day will inspect the provisions issued, and if not of good quality will report the same to the Commanding Officer. He will also inspect the different meals, to see that the rations are properly cooked and served.

15.

Uniform.

Officers and soldiers in garrison will wear the prescribed uniform of the corps.

16.

Report of apprehension of deserters.

When a deserter is apprehended, or surrenders himself, the officer in whose charge he is will immediately report the same to the headquarters of the corps and to the Commanding Officer of the yard or station from whence he deserted.

17.

Daily drill.

The officer commanding the Marines at a yard will have a daily drill of one hour when the weather will permit, reporting the same to the Commandant of the yard.

18.

Enlistment.

The regulations for the recruiting service of the Army of the United States will be applied to the recruiting service of the Marine Corps, as far as practicable.

CHAPTER XXV.

RECRUITING.

1.

Officers on recruiting duty.

Officers on recruiting duty are to guard against the enlistment of improper, unsound, or incompetent persons, and to give constant attention to the duties of the rendezvous from 9 a. m. to 3 p. m., and later when requisite.

2.

Junior officers at rendezvous.

The junior officers attached to a rendezvous are assistants to the Commanding Officer, and will not act as his substitute unless he is unable to attend;

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under all other circumstances the officer in charge will attend daily at the rendezvous, and personally question those offering to enlist: will examine into their qualifications, and determine their fitness and capability.

3.

Boys between the ages of sixteen and eighteen years may be enlisted to serve in the Navy until they arrive at the age of twenty-one years, but not without the consent of their parents or guardians, in the form prescribed. No person under the age of sixteen years, no insane or intoxicated person, and no deserter from the naval or military service of the United States, shall be enlisted. No person shall be entered as landsman over the age of twenty-five, unless he possesses some mechanical trade, nor after thirty-four, even though possessing a trade, without the authority of the Department. No person shall be entered as ordinary seaman unless he shall have been two years at sea, nor as seaman unless he shall have been four years at sea before the mast, and have passed a satisfactory examination. The recruit shall be required to declare on oath, in presence of the Commanding Officer of the rendezvous or vessel, that he makes a true statement of his age, to the best of his knowledge and belief.

Instructions regarding enlistments.

4.

No persons enlisted for general service shall be detailed as servants for officers. Attendants are to be selected by the officers themselves, to be enlisted for the cruise of the vessel in which they are to serve, and are not to be turned over to the general service; after selection these men must be retained as attendants until discharged.

General-service men not to be taken for attendants unless—

5.

Except by special authority from the Navy Department, no person shall be enlisted for the naval service unless the Commanding and Medical Officer of the rendezvous or vessel, required to examine him, shall both pronounce favorably as to his fitness.

No person to be enlisted if not received by the Commanding and Medical Officer except—

6.

Every person enlisting at a naval rendezvous who has already been in the service of the United States must produce his discharge therefrom, in order to guard against shipping a person who was discharged dishonorably. Should it have been lost, and time will permit, the Department can be applied to for information as to the nature of the discharge with which the party was furnished. In all cases of doubt or suspicion as to the kind of discharge given to the individual, the Department must be consulted, and the communication be addressed to the Bureau of Equipment and Recruiting.

Persons enlisting to produce their discharge.

7.

Whenever persons are enlisted on board ship, or elsewhere than at a rendezvous, complete descriptive lists must be made out and returned quarterly with the shipping-articles, signed by the Recruiting-Officer and the Surgeon. The prescribed form will be used, substituting the name of vessel or place for "Naval Rendezvous," and quarter in place of the word "week." The recapitulation is not required, but the certificate at its foot is to be adopted, leaving out the second line of the second paragraph, viz: "also the names, &c., &c., who have been rejected at the receiving-ship." Printed blank forms will always be forwarded with the muster-rolls and shipping-articles.

If enlisted on shipboard.

8.

The shipping-articles are to be read to every one about to enlist by a Commissioned Officer, and no person in a state of intoxication will be examined, nor shall any person known to have been convicted of an infamous crime be received into the service.

Shipping-articles to be read before enlistment.

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9.

No person to be enlisted as a Petty Officer, except Machinists, Coppersmiths, and Boiler-makers.

No person on enlisting is to be rated as a Petty Officer, or higher than a seaman, unless he be a fireman, machinist, boiler-maker, or coppersmith.

10.

Machinists, Coppersmiths, and Boiler-makers shall be enlisted in their respective ratings. A candidate for any of these rates must be not less than twenty nor more than forty years of age, must pass an examination in the presence of the Commanding Officer of the naval rendezvous, by at least one Naval Engineer, and must undergo the usual medical examination.

11.

Machinist.

A Machinist is required to be able to read, and to write with sufficient correctness to keep the steam-log of his watch. He must know the names and uses of the various parts of a marine-engine; understand the uses of the various gauges, cocks, and valves; how to raise steam, start a marine-engine, regulate its action, and stop it. He must also know how to ascertain the height and density of the water in the boilers, how to check foaming and to guard against other danger from the boiler, how and when to regulate the quantity of the injection-water, to guard against danger from water in the cylinders, and the measures to be taken in the event of a journal becoming heated, and, in short, how to act upon the occurrence of any of the ordinary casualties of the engine-room.

12.

Coppersmith.

Coppersmiths and Boiler-makers are only to be examined prior to their enlistment, as to their qualifications as Coppersmiths and Boiler-makers. They will be required to keep watch in the engine or fire room while the ship is steaming, and at other times as may be requisite, and will thus be enabled to make themselves proficient for the rate of machinists.

13.

Firemen to pass an examination.

No firemen shall be shipped as such until, after passing the medical examination, they have passed a satisfactory examination by one or more Engineer Officers upon their ability to manage fires with different kinds of fuel, and to use skillfully smiths' tools in the repair and preservation of steam-machinery and boilers.

14.

Persons enlisted by order of the Department, with injuries.

If persons are enlisted, by authority of the Navy Department, with complaints or injuries which, in the opinion of the Medical Officer and the Commander of the navy-yard or station, will not interfere with the proper discharge of particular duties, their condition must be fully described and carefully noted on the descriptive lists, in order that no improper claims for pensions may be afterward allowed.

15.

Recruits to be sent to receiving-ship.

The Commanding Officer of a rendezvous on enlisting a person for the service will order him to repair, without delay, on board the receiving-ship, where clothing sufficient for cleanliness and proper appearance will be furnished him by the Pay Officer and deducted from his advance.

16.

Transcript and descriptive list.

Each enlisted person delivered on board a receiving-ship or other vessel must be accompanied by both a transcript and a descriptive list in the form prescribed by the Bureau of Equipment and Recruiting.

17.

Transcript and descriptive list to be prepared at rendezvous.

The transcript and descriptive lists are to be prepared at the rendezvous under the direction of its Commanding Officer, be signed by him, and be addressed to the Commanding Officer of the vessel to which the recruit is sent, and a copy of each is to be recorded and retained at the rendezvous.

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18.

Should a person holding an honorable discharge prove physically disqualified, it will be so written by the Recruiting Officer on the face of the discharge; such discharge shall not entitle the holder to be received.

Persons holding an honorable discharge physically disqualified.

19.

The Recruiting Officer will write on the face of an honorable discharge, over his official signature, the date of re-enlistment, when, after the recruit is received on board the receiving-ship, the Pay Officer also will write on the face of the honorable discharge, over his official signature, that the three months' pay has been credited to him, with the date of such credit and the amount thereof.

The date of re-enlistment to be written on the face of an honorable discharge.

20.

Should it become necessary to provide a Recruiting Officer with money in order to secure men for the service, he is not to hold in his possession at any one time more than one thousand dollars; and in making his requisitions upon the Pay Agent he is to govern himself accordingly, and the Commanding Officer of the navy-yard or station, before approving them, is to satisfy himself as to their propriety. A Recruiting Officer intrusted with public money is to report weekly to the Chief of the Bureau of Equipment and Recruiting and to the Commanding Officer of the station the balance he may have on hand.

When necessary to provide a Recruiting Officer with money.

21.

Recruiting Officers will make no advance of pay, nor give any bounty, except by expresss orders; and in all cases of making advances, the amount advanced to petty officers, if any such enlistment should be authorized, shall not exceed the amount authorized for seamen, and good security is to be taken for all advance until the persons receiving it shall have been received and mustered on board the receiving or some other vessel of the United States.

No advance of pay or bounty to be given by a Recruiting Officer without orders.

22.

Recruiting Officers shall not pay any advance or bounty money except to the person entitled to receive it; and they must produce his receipt, together with a certificate from the Commanding Officer of the vessel to which the person may be sent, that he was actually received on board, before any credit can be allowed them for such advance or bounty money so paid.

Advance to be paid only to the person entitled to receive it.

23.

Recruiting Officers, when authorized to make advances, are to do all in their power to induce recruits to repair on board the vessels to which they are to be sent and there receive the amounts in clothing and other necessaries. When recruits are willing to repair on board the receiving-vessels and there receive the requisite clothing and other necessaries, the Recruiting Officers are to notify the Commanding Officers of the vessels, and securities may be dispensed with.

To induce recruits to repair on board, &c.

24.

Every Commanding Officer of a rendezvous must report every Saturday evening to the Chief of the Bureau of Equipment and Recruiting the number of recruits he has enlisted during the week, in accordance with the prescribed forms, and he will also report at the same date to the Commanding Officer of the navy-yard or station, in accordance with the prescribed form, the number of each rating of persons he has enlisted.

25.

Each Commanding Officer of a vessel on foreign service, or in the United States, where there is no established naval rendezvous, may enlist persons to fill vacancies existing in her complement, provided the rules concerning en-

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listments at rendezvous be adhered to, so far as applicable, and that the advance-money is not to exceed one month's pay, unless by permission of the Navy Department. The term for persons so enlisted may be for a less period than three years, to correspond with the time, as nearly as practicable, at which the majority of the crew will be discharged.

CHAPTER XXVI.

RECEIVING-VESSELS.

1.

To receipt to the Commanding Officer of the rendezvous daily for recruits sent on board.

The Commanding Officer of a receiving-vessel will receipt daily to the officer commanding the rendezvous for the recruits sent on board; and if, after an examination by himself and the Medical Officer, they shall be found fit for the service, he will cause them to be entered upon the books and paid the advance allowed. He is also to receipt to the Recruiting Officer for the descriptive-lists accompanying them, and to direct the Pay Officer of his vessel to receipt to that officer for the transcript-lists, and to certify to him that the amounts of money charged against the recruits, as exhibited by his accounts, have been duly charged to them. The recruit will be carefully inspected to see that he conforms to the descriptive-list, and, should discrepancies be detected, he is to notify the Commanding Officer of the rendezvous of all the facts without delay.

2.

Recruit not shipped until he has passed the medical inspection on board.

No person is to be considered as finally shipped until he has passed the medical inspection on board the receiving-ship where he is to be delivered. If this examination should develop any cause why he should not be accepted, the Commanding Officer of the receiving-vessel will report the case to the Commandant of the yard or station, who will order a survey by medical officers, if practicable, senior to the one at the rendezvous where the primary examination was held; and if the recruit is found unfit for service, the objections are to be fully stated by the board, and he shall not be received. The order for survey and medical report will be transmitted to the Bureau of Equipment and Recruiting.

3.

Descriptive lists kept by Executive.

Descriptive-lists are to be kept by the Executive of the Commanding Officer, who is to have a copy of them recorded in a book, to be retained on board for reference.

4.

Descriptive and clothes lists to accompany recruits.

Descriptive and clothes lists must always accompany recruits whenever they are transferred from one vessel to another, and the name of the one to which they are transferred, preceded by the words "transferred to," must be noted on the former, as well as a statement of their probable qualifications. All such transfers must be duly noted on the muster-book of the vessel making them.

5.

Transcript-lists kept by Paymaster.

Transcript-lists are to be kept by the Pay Officer, who is to have a copy of them recorded in a book to be retained on board for reference.

6.

Accounts and transcript-lists to go with recruits.

Accounts specifying the sums paid, and balance due, and the transcript-lists, both signed by the Commanding Officer and Pay Officer, must always accompany recruits whenever they are transferred.

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7.

The Commanding Officer will have the clothing and bedding of all recruits carefully examined and marked with their ship's number, and lists of them taken when they are first received. No recruit will be allowed to keep on board other outside clothing than that prescribed by the regulations.

Clothing, &c., to be marked.

8.

Neither clothing nor small-stores are to be issued to recruits without the written order of the Commanding Officer.

No issue to recruits without—

9.

The Commanding Officer is to adopt proper precautions to prevent desertions, and is not to allow any recruit to go on shore, on liberty, without the consent of the Commanding Officer of the station.

To prevent desertions.

10.

Receiving-vessels shall be completely equipped and every means furnished for exercising the recruits. The Commanding Officer will, under the direction of the Commandant of the yard or station, have them exercised at the guns, small-arms, heaving the lead, &c., sails, pulling in boats, exercise of the boats' howitzers, and particular attention must be paid to the instruction of landsmen and boys.

Exercises.

11.

The recruits are not to be employed upon duties not connected with the vessel except by the order of the Commandant of the station or yard; and if employed in navy-yards for any service, he will see that they are placed under the direction of Navy officers. Unless for some special service, he will not authorize their employment in a yard upon other duties than such as are connected with the equipment of vessels or the preparation of their outfits and stores.

Recruits not to be employed other than—

12.

No recruit intended for general service is to be rated a petty officer while on board a receiving-vessel, as that authority is only to be exercised by the Commanding Officer of the vessel to which he may be transferred.

No recruit to be rated except—

13.

When the Commanding Officer of a receiving-vessel is directed to transfer men to a sea-going vessel, if there be more than a sufficient number of any class on board to comply with the order, he is to make an impartial selection, having reference to the unexpired terms of service and the station on which the vessel is to serve, sending a fair proportion of such as may be supposed qualified for petty officers and as mechanics. No officer is to be permitted to visit a receiving-vessel and make selection for a crew.

Instructions regarding the transfer of recruits.

14.

In case of complaint or dissatisfaction with a draft on the part of the Commanding Officer of the vessel to which men are transferred, it shall be the duty of the Commandant of the yard or station to order a survey, on the report of which he will decide the case; but no men are to be returned and exchanged except by his written order, in which the reasons for the same will be expressed.

Should there be complaint.

15

Should authority be given to enlist men for a particular vessel or service, such men will not be detailed for any other except by order of the Navy Department.

Men enlisted for a particular vessel.

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16.

Intoxicated men not to be received.

When persons who have entered at a rendezvous are brought on board a receiving-vessel, care will be taken that they are in a proper condition; and if one should be so much intoxicated as to require restraint, he is not to be received until sober.

17.

Injury received after passing the rendezvous.

If between the time of a person being entered at the rendezvous and his appearance on board ship he should receive an injury which, in the opinion of the Inspecting and Medical Officer of the receiving-ship, unfits him for the service, he shall not be received.

18.

Regulations governing other vessels in force in receiving-vessels.

The Commanding and other officers attached to the vessel to receive recruits are to conform to the regulations for other vessels in commission, as far as applicable, and are to live and mess on board, unless especially exempted by the Secretary of the Navy.

19.

Weekly return.

A return for each week, ending on Saturday, signed by the Commanding Officer and the Pay Officer, showing all the changes with regard to recruits that have taken place, whether resulting from deaths, desertions, discharges, apprehensions, surrenders, or transfers, is to be made to the Chief of the Bureau of Equipment and Recruiting, in accordance with the prescribed form.

CHAPTER XXVII.

BOARDS—SHIP'S LIBRARY.

SECTION I.—*Boards.*

1.

Positions on boards.

Officers on boards are to take their seats in the order of rank or seniority.

2.

The presiding member.

The presiding member is to preserve order, to decide upon the routine of business, or, upon a recess, to adjourn the board from day to day, and to such hours as, in his judgment, will be most convenient for the transaction of business. Should an objection be made by a member to an adjournment announced, a vote shall be taken, and the decision of the majority is to govern.

3.

Transact no business unless—

No board is to transact other business than an adjournment unless at least two-thirds of the members be present.

4.

No member to fail in attendance unless—

No member, unless prevented by illness or some insuperable difficulty, ordered away by competent authority, or excused by the officer ordering the board, is to fail in his attendance at the appointed time; in case of such failure, the senior officer present is to inform the officer ordering the board of the fact, and of the reasons of the failure, if known, in order that the vacancy may be supplied, if necessary.

5.

Member absent during an investigation cannot vote.

A member absent during the investigation of any matter or case shall not vote upon a decision with regard to it; but, if necessary to arrive at a conclusion, a re-investigation, with that member present, may take place.

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6.

The junior member is to be the recorder, but the senior member is to draw the reports, based upon the opinions of a majority, and these reports shall be signed by all the concurring members, and to have appended, over their signatures, the reasons of dissenting members.

Junior member recorder; senior draws up reports.

7.

Members are not to leave the vicinity of the place at which they are assembled unless authorized by the officer ordering the board, or by his superior.

Members not to leave vicinity unless—

SECTION II.—*Ship's Library.*

1.

The receipt for the books allowed a vessel is to be given by her Navigating Officer.

Receipt for books.

2.

On board flag-vessels they are to be kept in the apartment occupied by the Flag Officer, under the immediate charge of his secretary, who shall receipt for them to the Navigating Officer. On board other vessels they are to be kept in the apartment occupied by the Commanding Officer, under the immediate charge of his clerk, who shall receipt for them to the Navigating Officer. On board all vessels the Navigating Officer is to ascertain quarterly if any are missing, and to report such as may be to the officer in whose apartment they are kept. This will relieve him from the responsibility, and place it upon the secretary or clerk. At the end of the cruise the Navigating Officer will see that the books are properly returned into store.

Books to be kept, &c.

CHAPTER XXVIII.

United States Naval Asylum.

1.

The Naval Asylum is under the supervision and direction of the Bureau of Yards and Docks, subject to the immediate control of the Secretary of the Navy. The following regulations have been adopted for its government:

Regulations governing the Naval Asylum.

I. The object of the Asylum is to provide a comfortable home for disabled and decrepit naval officers, seamen, and marines, who shall be entitled to the benefits of the institution.

Object of Asylum.

II. The officers will consist of a Governor, not below the grade of a Captain in the Navy; an Executive Officer, a Surgeon, and a Chaplain, together with a Secretary, a Master-at Arms, a Matron, and such officers and laborers, embracing watchmen, cooks, laundresses, and attendants, as the Navy Department may authorize.

Officers to be attached to.

III. Applicants for admission into the Asylum will be required to produce evidence of having served twenty years in the Navy. They must state their age, birth-place, and physical condition, the vessels in which they have served, the names of the Commanding Officers, and the dates of such service. They must also produce a certificate from a Surgeon of the Navy, stating that they are not able to support themselves by manual labor. In cases where pensioned applicants desire to commute their pension for places in the Asylum, similar certificates will be required. These regulations will not be deviated from except by the written permission of the Secretary of the Navy.

Requirements for admission.

IV. Beneficiaries will be required, at the discretion of the Governor or Commanding Officer, to perform such duties for their benefit, and that of the institution, as their age, physical abilities, and condition will admit.

Duties required.

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Discipline.

V. For misconduct, of which drunkenness, fighting, abusive and profane language may be enumerated as foremost, or for any conduct subversive of good order and discipline, beneficiaries will be subjected to punishment by stoppage of their pocket-money and tobacco, restriction of liberty, confinement in the cells, and curtailment of the ration, at the discretion of the Governor or Commanding Officer, and to dismissal from the Asylum with the sanction of the Secretary of the Navy.

Duties of the Governor.

VI. The Governor will administer the affairs of the institution, receive the daily reports of the subordinate officers, make the required returns to the Bureau of Yards and Docks, submit annual estimates for the probable wants of the institution, and transmit the same so as to reach the Bureau on or before the 1st of October in each year. He will cause a diary to be kept and forwarded annually, which will contain a list of absentees, punishments, and misdemeanors of every kind.

Allowance to beneficiary for clothing.

VII. The allowance to each beneficiary for clothing is not to exceed the amount authorized by the Bureau.

Money allowance.

VIII. In consideration of good conduct and the faithful performance of such duties in and about the Asylum as may be directed by the Governor or Commanding Officer, each beneficiary shall receive one dollar per month. For any violation of the regulations this gratuity may be stopped for such period as the Governor may deem expedient.

Reward for good conduct; corps of Petty Officers.

IX. As a reward for meritorious conduct, the Governor or Commanding Officer will form a corps of Petty Officers and watchmen, not to exceed eight in each class, of the best behaved and most efficient of the pensioners, who will wear a suitable badge of office. It shall be the duty of the Petty Officers to set and relieve the watchmen on their respective beats, to attend to the hoisting and hauling down the colors, to reporting delinquents, and to the performance of such general duties as the Governor or Commanding Officer may direct. They will hold their office for the term of three months, may be re-appointed at the discretion of the Governor, and will be allowed two dollars per month, including the monthly allowance of one dollar for pocket-money.

The products of the grounds.

X. The products of the grounds shall be expended for the benefit of the institution, at the discretion of the Governor or Commanding Officer.

No liquor permitted.

XI. No liquors of any kind will be allowed the inmates of the institution, nor will such be permitted within its inclosures. A violation of this regulation will be deemed a sufficient cause for dismissal.

Colors.

XII. The colors will be hoisted and hauled down daily at the hours observed in the Navy.

Fires, lights, &c.

XIII. During the summer months the fires will be extinguished as early after meals as practicable. The lights will be extinguished at 10 p. m. In winter the fires and lights, with the exception of the furnaces and such as the Commanding Officer may deem necessary, will be extinguished at 11 p. m. The gates and doors shall be closed and locked at 10.30 p. m. in winter and 11 p. m. in summer, and not be opened until daylight without permission from the Commanding Officer.

Beneficiaries not to leave without permission.

XIV. Beneficiaries will not be allowed to leave without the permission of the Executive Officer, and no leave for a longer period than a week shall be granted without the sanction of the Bureau; if, when on leave, they break their liberty without a satisfactory explanation to the Governor, they will not be permitted to return except by an order from the Bureau.

Should clothing be sold.

XV. Any beneficiary who shall sell or otherwise dispose of his clothing shall have the value thereof deducted from his allowance of pocket-money and tobacco, and shall be restricted to the limits of the Asylum for a period not less than three months.

All complaints referred to the Governor.

XVI. All complaints shall be referred to the Governor or Commanding Officer in the same manner as the usage of the service requires on shipboard. No other method will be tolerated except it be a respectful appeal to the Secretary of the Navy, through the Bureau of Yards and Docks, and the Governor of the Asylum.

Divine service.

XVII. Divine service will be performed on Sunday, at 10 a. m., at which hour the beneficiaries are recommended to attend.

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ADDENDA.

The following-modifications are hereby made to the Regulations, published for the government of all persons attached to the United States naval service, under date of August 7, 1876, and will be obeyed accordingly:

Paragraph 31, of chapter 5, is so far modified as to constitute the Paymaster the Purchasing Officer of a ship on a foreign station where there is no resident Naval Storekeeper or Fleet Paymaster present; and he will be responsible for the prices paid and for the correctness of the bills, subject to the approval of the Commanding Officer. The officer in charge of the department in which the articles are required will be responsible for quantity and quality, subject to a like approval.

GEO. M. ROBESON,
Secretary of the Navy.

NAVY DEPARTMENT, *February* 12, 1877.

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ADDENDA.

It has been decided by the several maritime powers that the following salutes, only, will in future be returned gun for gun:

Salutes to be returned.

1. The salute to a national flag on arrival in a foreign port.
2. To foreign flag-officers or commodores, when met at sea or in port.

The following salutes will no longer be returned:

Salutes not to be returned.

1. To royal personages, chiefs of states, or members of royal families, whether upon arrival or departure from a port, or upon visiting a vessel of the United States.
2. To diplomatic, naval, military, or consular officers, or to governors or officers administering a government.
3. To foreigners of distinction on visiting a vessel of the United States.
4. Upon occasions of national festivals or anniversaries.

This regulation will be observed from July 1, 1877.

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APPENDIX No. 1.

ARTICLES FOR THE GOVERNMENT OF THE UNITED STATES NAVY.

The Navy of the United States shall be governed by the following Articles:

ARTICLE 1.

The commanders of all fleets, squadrons, naval stations, and vessels belonging to the Navy are required to show in themselves a good example of virtue, honor, patriotism, and subordination; to be vigilant in inspecting the conduct of all persons who are placed under their command; to guard against and suppress all dissolute and immoral practices, and to correct, according to the laws and regulations of the Navy, all persons who are guilty of them; and any such commander who offends against this article shall be punished as a court-martial may direct.

ARTICLE 2.

The commanders of vessels and naval stations to which chaplains are attached shall cause divine service to be performed on Sunday, whenever the weather and other circumstances allow it to be done; and it is earnestly recommended to all officers, seamen, and others in the naval service diligently to attend at every performance of the worship of Almighty God.

ARTICLE 3.

Any irreverent or unbecoming behavior during divine service shall be punished as a general or summary court-martial may direct.

ARTICLE 4.

The punishment of death, or such other punishment as a court-martial may adjudge, may be inflicted on any person in the naval service—

1. Who makes, or attempts to make, or unites with any mutiny or mutinous assembly, or, being witness to or present at any mutiny, does not do his utmost to suppress it; or, knowing of any mutinous assembly or of any intended mutiny, does not immediately communicate his knowledge to his superior or commanding officer;
2. Or disobeys the lawful orders of his superior officer;
3. Or strikes or assaults, or attempts or threatens to strike or assault, his superior officer while in the execution of the duties of his office;
4. Or gives any intelligence to, or holds or entertains any intercourse with, an enemy or rebel, without leave from the President, the Secretary of the Navy, the commander-in-chief of the fleet, the commander of the squadron, or, in case of a vessel acting singly, from his commanding officer;
5. Or receives any message or letter from an enemy or rebel, or, being aware of the unlawful reception of such message or letter, fails to take the earliest opportunity to inform his superior or commanding officer thereof;
6. Or, in time of war, deserts or entices others to desert;
7. Or, in time of war, deserts or betrays his trust, or entices or aids others to desert or betray their trust;
8. Or sleeps upon his watch;
9. Or leaves his station before being regularly relieved;
10. Or intentionally or willfully suffers any vessel of the Navy to be stranded, or run upon rocks or shoals, or improperly hazarded; or maliciously or willfully injures any ves-

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sel of the Navy, or any part of her tackle, armament, or equipment, whereby the safety of the vessel is hazarded or the lives of the crew exposed to danger;

11. Or unlawfully sets on fire, or otherwise unlawfully destroys, any public property not at the time in possession of an enemy, pirate, or rebel;

12. Or strikes or attempts to strike the flag to an enemy or rebel, without proper authority, or, when engaged in battle, treacherously yields or pusillanimously cries for quarter;

13. Or, in time of battle, displays cowardice, negligence, or disaffection, or withdraws from or keeps out of danger to which he should expose himself;

14. Or, in time of battle, deserts his duty or station, or entices others to do so;

15. Or does not properly observe the orders of his commanding officer, and use his utmost exertions to carry them into execution, when ordered to prepare for or join in, or when actually engaged in, battle, or while in sight of an enemy;

16. Or, being in command of a fleet, squadron, or vessel acting singly, neglects, when an engagement is probable, or when an armed vessel of an enemy or rebel is in sight, to prepare and clear his ship or ships for action;

17. Or does not, upon signal for battle, use his utmost exertions to join in battle;

18. Or fails to encourage, in his own person, his inferior officers and men to fight courageously;

19. Or does not do his utmost to overtake and capture or destroy any vessel which it is his duty to encounter;

20. Or does not afford all practicable relief and assistance to vessels belonging to the United States or their allies when engaged in battle.

Article 5.

All persons who, in time of war, or of rebellion against the supreme authority of the United States, come or are found in the capacity of spies, or who bring or deliver any seducing letter or message from an enemy or rebel, or endeavor to corrupt any person in the Navy to betray his trust, shall suffer death, or such other punishment as a court-martial may adjudge.

Article 6.

If any person belonging to any public vessel of the United States commits the crime of murder without the territorial jurisdiction thereof, he may be tried by court-martial and punished with death.

Article 7.

A naval court-martial may adjudge the punishment or imprisonment for life, or for a stated term, at hard labor, in any case where it is authorized to adjudge the punishment of death; and such sentences of imprisonment and hard labor may be carried into execution in any prison or penitentiary under the control of the United States, or which the United States may be allowed, by the legislature of any State, to use: and persons so imprisoned in the prison or penitentiary of any State or Territory shall be subject, in all respects, to the same discipline and treatment as convicts sentenced by the courts of the State or Territory in which the same may be situated.

Article 8.

Such punishment as a court-martial may adjudge may be inflicted on any person in the Navy—

1. Who is guilty of profane swearing, falsehood, drunkenness, gambling, fraud, theft, or any other scandalous conduct tending to the destruction of good morals;

2. Or is guilty of cruelty toward, or oppression or maltreatment of, any person subject to his orders;

3. Or quarrels with, strikes, or assaults, or uses provoking or reproachful words, gestures, or menaces toward, any person in the Navy;

4. Or endeavors to foment quarrels between other persons in the Navy;

5. Or sends or accepts a challenge to fight a duel or acts as a second in a duel;

6. Or treats his superior officer with contempt, or is disrespectful to him in language or deportment, while in the execution of his office;

7. Or joins in or abets any combination to weaken the lawful authority of, or lessen the respect due to, his commanding officer;

8. Or utters any seditious or mutinous words;

9. Or is negligent or careless in obeying orders, or culpably inefficient in the performance of duty;

10. Or does not use his best exertions to prevent the unlawful destruction of public property by others;

11. Or, through inattention or negligence, suffers any vessel of the Navy to be stranded, or run upon a rock or shoal, or hazarded;

12. Or, when attached to any vessel appointed as convoy to any merchant or other vessels, fails diligently to perform his duty, or demands or exacts any compensation for his services, or maltreats the officers or crews of such merchant or other vessels;

13. Or takes, receives, or permits to be received, on board the vessel to which he is attached, any goods or merchandise, for freight, sale, or traffic, except gold, silver, or jewels, for freight or safe-keeping; or demands or receives any compensation for the receipt or transportation of any other article than gold, silver, or jewels, without authority from the President or Secretary of the Navy;

14. Or knowingly makes or signs, or aids, abets, directs, or procures the making or signing of, any false muster;

15. Or wastes any ammunition, provisions, or other public property, or, having power to prevent it, knowingly permits such waste;

16. Or, when on shore, plunders, abuses, or maltreats any inhabitant, or injures his property in any way;

17. Or refuses, or fails to use, his utmost exertions to detect, apprehend, and bring to punishment all offenders, or to aid all persons appointed for that purpose;

18. Or, when rated or acting as master-at-arms, refuses to receive such prisoners as may be committed to his charge. or, having received them, suffers them to escape, or dismisses them without orders from the proper authority;

19. Or is absent from his station or duty without leave, or after his leave has expired;

20. Or violates or refuses obedience to any lawful general order or regulation issued by the Secretary of the Navy;

21. Or, in time of peace, deserts, or attempts to desert, or aids and entices others to desert;

22. Or receives or entertains any deserter from any other vessel of the Navy, knowing him to be such, and does not, with all convenient speed, give notice of such deserter to the commander of the vessel to which he belongs, or to the commander-in-chief, or to the commander of the squadron.

Article 9.

Any officer who absents himself from his command without leave may, by the sentence of a court-martial, be reduced to the rating of an ordinary seaman.

Article 10.

Any commissioned officer of the Navy or Marine Corps who, having tendered his resignation, quits his post or proper duties without leave, and with intent to remain permanently absent therefrom, prior to due notice of the acceptance of such resignation, shall be deemed and punished as a deserter.

Article 11.

No person in the naval service shall procure stores or other articles or supplies for, and dispose thereof to, the officers or enlisted men on vessels of the Navy, or at navy-yards or naval stations, for his own account or benefit.

Article 12.

No person connected with the Navy shall, under any pretense, import in a public vessel any article which is liable to the payment of duty.

Article 13.

Distilled spirits shall be admitted on board of vessels of war only upon the order and under the control of the medical officers of such vessels, and to be used only for medical purposes.

Article 14.

Fine and imprisonment, or such other punishment as a court-martial may adjudge, shall be inflicted upon any person in the naval service of the United States—

Who presents or causes to be presented to any person in the civil, military, or naval serv-

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ice thereof, for approval or payment, any claim against the United States or any officer thereof, knowing such claim to be false or fraudulent; or

Who enters into any agreement or conspiracy to defraud the United States by obtaining, or aiding others to obtain, the allowance or payment of any false or fraudulent claim; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States, or against any officer thereof, makes or uses, or procures or advises the making or use of, any writing or other paper, knowing the same to contain any false or fraudulent statement; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, makes or procures or advises the making of any oath to any fact, or to any writing or other paper, knowing such oath to be false; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, forges or counterfeits, or procures or advises the forging or counterfeiting of any signature upon any writing or other paper, or uses or procures or advises the use of any such signature, knowing the same to be forged or counterfeited; or

Who, having charge, possession, custody, or control of any money or other property of the United States, furnished or intended for the naval service thereof, knowingly delivers, or causes to be delivered, to any person having authority to receive the same, any amount thereof less than that for which he receives a certificate or receipt; or

Who, being authorized to make or deliver any paper certifying the receipt of any money or other property of the United States, furnished or intended for the naval service thereof, makes or delivers to any person such writing, without having full knowledge of the truth of the statement therein contained, and with intent to defraud the United States; or

Who steals, embezzles, knowingly and willfully misappropriates, applies to his own use or benefit, or wrongfully and knowingly sells or disposes of any ordnance, arms, equipments, ammunition, clothing, subsistence stores, money, or other property of the United States, furnished or intended for the military or naval service thereof; or

Who knowingly purchases, or receives in pledge for any obligation or indebtedness, from any other person who is a part of or employed in said service, any ordnance, arms, equipments, ammunition, clothing, subsistence stores, or other property of the United States, such other person not having lawful right to sell or pledge the same; or

Who executes, attempts, or countenances any other fraud against the United States.

And if any person, being guilty of any of the offenses described in this article while in the naval service, receives his discharge, or is dismissed from the service, he shall continue to be liable to be arrested and held for trial and sentence by a court-martial, in the same manner and to the same extent as if he had not received such discharge nor been dismissed.

Article 15.

The commanding officer of every vessel in the Navy entitled to or claiming an award of prize-money, shall, as soon as may be practicable after the capture, transmit to the Navy Department a complete list of the officers and men of his vessel entitled to share, stating therein the quality of each person rating; and every commanding officer who offends against this article shall be punished as a court-martial may direct.

Article 16.

No person in the Navy shall take out of a prize, or vessel seized as a prize, any money, plate, goods, or any part of her equipment, unless it be for the better preservation thereof, or unless such articles are absolutely needed for the use of any of the vessels or armed forces of the United States, before the same are adjudged lawful prize by a competent court; but the whole, without fraud, concealment, or embezzlement, shall be brought in, in order that judgment may be passed thereon; and every person who offends against this article shall be punished as a court-martial may direct.

Article 17.

If any person in the Navy strips off the clothes of, or pillages, or in any manner maltreats any person taken on board a prize, he shall suffer such punishment as a court-martial may adjudge.

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ARTICLE 18.

If any officer or person in the naval service employs any of the forces under his command for the purpose of returning any fugitive from service or labor, he shall be dismissed from the service.

ARTICLE 19.

Any officer who knowingly enlists into the naval service any deserter from the naval or military service of the United States, or any insane or intoxicated person, or any minor between the ages of sixteen and eighteen years without the consent of his parents or guardian, or any minor under the age of sixteen years, shall be dishonorably dismissed from the service of the United States.

ARTICLE 20.

Every commanding officer of a vessel in the Navy shall obey the following rules:

1. Whenever a man enters on board, the commanding officer shall cause an accurate entry to be made in the ship's books, showing his name, the date, place, and term of his enlistment, the place or vessel from which he was received on board, his rating, his descriptive list, his age, place of birth, and citizenship, with such remarks as may be necessary.

2. He shall, before sailing, transmit to the Secretary of the Navy a complete list of the rated men under his command, showing the particulars set forth in rule one, and a list of officers and passengers, showing the date of their entering. And he shall cause similar lists to be made out on the first day of every third month and transmitted to the Secretary of the Navy as opportunities occur, accounting therein for any casualty which may have happened since the last list.

3. He shall cause to be accurately minuted on the ship's books the names of any persons dying or deserting, and the times at which such death or desertion occurs.

4. In case of the death of any officer, man, or passenger on said vessel, he shall take care that the paymaster secures all the property of the deceased, for the benefit of his legal representatives.

5. He shall not receive on board any man transferred from any other vessel or station to him, unless such man is furnished with an account, signed by the captain and paymaster of the vessel or station from which he came, specifying the date of his entry on said vessel or at said station, the period and term of his service, the sums paid him, the balance due him, the quality in which he was rated, and his descriptive list.

6. He shall, whenever officers or men are sent from his ship, for whatever cause, take care that each man is furnished with a complete statement of his account, specifying the date of his enlistment, the period and term of his service, and his descriptive list. Said account shall be signed by the commanding officer and paymaster.

7. He shall cause frequent inspections to be made into the condition of the provisions on his ship, and use every precaution for their preservation.

8. He shall frequently consult with the surgeon in regard to the sanitary condition of his crew, and shall use all proper means to preserve their health. And he shall cause a convenient place to be set apart for sick or disabled men, to which he shall have them removed, with their hammocks and bedding, when the surgeon so advises, and shall direct that some of the crew attend them and keep the place clean.

9. He shall attend in person, or appoint a proper officer to attend, when his crew is finally paid off, to see that justice is done to the men and to the United States in the settlement of the accounts.

10. He shall cause the articles for the government of the Navy to be hung up in some public part of the ship, and read once a month to his ship's company.

Every commanding officer who offends against the provisions of this article shall be punished as a court-martial may direct.

ARTICLE 21.

When the crew of any vessel of the United States are separated from their vessel by means of her wreck, loss, or destruction, all the command and authority given to the officers of such vessel shall remain in full force until such ship's company shall be regularly discharged from or ordered again into service, or until a court-martial or court of inquiry shall be held to inquire into the loss of said vessel. And if any officer or man, after such wreck, loss, or destruction, acts contrary to the discipline of the Navy, he shall be punished as a court-martial may direct.

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ARTICLE 22.

All offenses committed by persons belonging to the Navy which are not specified in the foregoing articles shall be punished as a court-martial may direct.

ARTICLE 23.

All offenses committed by persons belonging to the Navy while on shore shall be punished in the same manner as if they had been committed at sea.

ARTICLE 24.

No commander of a vessel shall inflict upon a commissioned or warrant officer any other punishment than private reprimand, suspension from duty, arrest, or confinement, and such suspension, arrest, or confinement shall not continue longer than ten days, unless a further period is necessary to bring the offender to trial by a court-martial; nor shall he inflict, or cause to be inflicted, upon any petty officer, or person of inferior rating, or marine, for a single offense, or at any one time, any other than one of the following punishments, namely:

1. Reduction of any rating established by himself.
2. Confinement, with or without irons, single or double, not exceeding ten days, unless further confinement be necessary, in the case of a prisoner to be tried by court-martial.
3. Solitary confinement, on bread and water, not exceeding five days.
4. Solitary confinement not exceeding seven days.
5. Deprivation of liberty on shore.
6. Extra duties.

No other punishment shall be permitted on board of vessels belonging to the Navy, except by sentence of a general or summary court-martial. All punishments inflicted by the commander, or by his order, except reprimands, shall be fully entered upon the ship's log.

ARTICLE 25.

No officer who may command by accident, or in the absence of the commanding officer, except when such commanding officer is absent for a time by leave, shall inflict any other punishment than confinement.

ARTICLE 26.

Summary courts-martial may be ordered upon petty officers and persons of inferior ratings by the commander of any vessel, or by the commandant of any navy-yard, naval station, or marine barracks to which they belong, for the trial of offenses which such officer may deem deserving of greater punishment than such commander or commandant is authorized to inflict, but not sufficient to require trial by a general court-martial.

ARTICLE 27.

A summary court-martial shall consist of three officers not below the rank of ensign, as members, and of a recorder. The commander of a ship may order any officer under his command to act as such recorder.

ARTICLE 28.

Before proceeding to trial the members of a summary court-martial shall take the following oath or affirmation, which shall be administered by the recorder: "I, A B, do swear (or affirm) that I will well and truly try, without prejudice or partiality, the case now depending, according to the evidence which shall be adduced, the laws for the government of the Navy, and my own conscience." After which the recorder of the court shall take the following oath or affirmation, which shall be administered by the senior member of the court: "I, A B, do swear (or affirm) that I will keep a true record of the evidence which shall be given before this court and of the proceedings thereof."

ARTICLE 29.

All testimony before a summary court-martial shall be given orally, upon oath or affirmation, administered by the senior member of the court.

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ARTICLE 30.

Summary courts-martial may sentence petty officers and persons of inferior ratings to any one of the following punishments, namely:

1. Discharge from the service with bad-conduct discharge; but the sentence shall not be carried into effect in a foreign country;
2. Solitary confinement, not exceeding thirty days, in irons, single or double, on bread and water, or on diminished rations;
3. Solitary confinement, in irons, single or double, not exceeding thirty days;
4. Solitary confinement not exceeding thirty days;
5. Confinement not exceeding two months;
6. Reduction to next inferior rating;
7. Deprivation of liberty on shore on foreign station;
8. Extra police duties, and loss of pay, not to exceed three months, may be added to any of the above-mentioned punishments.

ARTICLE 31.

A summary court-martial may disrate any rated person for incompetency.

ARTICLE 32.

No sentence of a summary court-martial shall be carried into execution until the proceedings and sentence have been approved by the officer ordering the court and by the commander-in-chief, or, in his absence, by the senior officer present. And no sentence of such court which involves loss of pay shall be carried into execution until the proceedings and sentence have been approved by the Secretary of the Navy.

ARTICLE 33.

The officer ordering a summary court-martial shall have power to remit, in part, or altogether, but not to commute, the sentence of the court. And it shall be his duty either to remit any part or the whole of any sentence the execution of which would, in the opinion of the surgeon or senior medical officer on board, given in writing, produce serious injury to the health of the person sentenced; or to submit the case again, without delay, to the same or to another summary court-martial, which shall have power, upon the testimony already taken, to remit the former punishment, and to assign some other of the authorized punishments in the place thereof.

ARTICLE 34.

The proceedings of summary courts-martial shall be conducted with as much conciseness and precision as may be consistent with the ends of justice, and under such forms and rules as may be prescribed by the Secretary of the Navy, with the approval of the President; and all such proceedings shall be transmitted, in the usual mode, to the Navy Department.

ARTICLE 35.

Any punishment which a summary court-martial is authorized to inflict may be inflicted by a general court-martial.

ARTICLE 36.

No officer shall be dismissed from the naval service except by the order of the President or by sentence of a general court-martial; and in time of peace no officer shall be dismissed except in pursuance of the sentence of a general court-martial or in mitigation thereof.

ARTICLE 37.

When any officer, dismissed by order of the President since 3d March, 1865, makes, in writing, an application for trial, setting forth, under oath, that he has been wrongfully dismissed, the President shall, as soon as the necessities of the service may permit, convene a court-martial to try such officer on the charges on which he shall have been dismissed. And if such court-martial shall not be convened within six months from the presentation of such application for trial, or if such court, being convened, shall not award dismissal or death as the punishment of such officer, the order of dismissal by the President shall be void.

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ARTICLE 38.

General courts-martial may be convened by the President, the Secretary of the Navy, or the commander-in-chief of a fleet or squadron; but no commander of a fleet or squadron in the waters of the United States shall convene such court without express authority from the President.

ARTICLE 39.

A general court-martial shall consist of not more than thirteen nor less than five commissioned officers as members; and as many officers, not exceeding thirteen, as can be convened without injury to the service, shall be summoned on every such court. But in no case, where it can be avoided without injury to the service, shall more than one-half, exclusive of the president, be junior to the officer to be tried. The senior officer shall always preside, and the others shall take place according to their rank.

ARTICLE 40.

The president of the general court-martial shall administer the following oath or affirmation to the judge-advocate or person officiating as such:

"I, A B, do swear (or affirm) that I will keep a true record of the evidence given to and the proceedings of this court; that I will not divulge or by any means disclose the sentence of the court until it shall have been approved by the proper authority; and that I will not at any time divulge or disclose the vote or opinion of any particular member of the court, unless required so to do before a court of justice in due course of law."

This oath or affirmation being duly administered, each member of the court, before proceeding to trial, shall take the following oath or affirmation, which shall be administered by the judge-advocate or person officiating as such:

"I, A B, do swear (or affirm) that I will truly try, without prejudice or partiality, the case now depending, according to the evidence which shall come before the court, the rules for the government of the Navy, and my own conscience; that I will not by any means divulge or disclose the sentence of the court until it shall have been approved by the proper authority; and that I will not at any time divulge or disclose the vote or opinion of any particular member of the court, unless required so to do before a court of justice in due course of law."

ARTICLE 41.

An oath or affirmation in the following form shall be administered to all witnesses, before any court martial, by the president thereof:

"You do solemnly swear (or affirm) that the evidence you shall give in the case now before this conrt shall be the truth, the whole truth, and nothing but the truth, and that you will state everything within your knowledge in relation to the charges: so help you God; (or, 'this you do under the pains and penalties of perjury.')"

ARTICLE 42.

Whenever any person refuses to give his evidence or to give it in the manner provided by these articles, or prevaricates, or behaves with contempt to the court, it shall be lawful for the court to imprison him for any time not exceeding two months.

ARTICLE 43.

The person accnsed shall be furnished with a true copy of the charges, with the specifications, at the time he is put under arrest; and no other charges than those so furnished shall be urged against him at the trial, unless it shall appear to the court that intelligence of such other charge had not reached the officer ordering the conrt when the accused was put under arrest, or that some witness material to the support of such charge was at that time absent and can be produced at the trial: in which case reasonable time shall be given to the accused to make his defense against such new charge.

ARTICLE 44.

Every officer who is arrested for trial shall deliver up his sword to his commanding officer, and confine himself to the limits assigned him, on pain of dismissal from the service.

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ARTICLE 45.

When the proceedings of any general court-martial have commenced, they shall not be suspended or delayed on account of the absence of any of the members, provided five or more are assembled; but the court is enjoined to sit from day to day, Sundays excepted, until sentence is given, unless temporarily adjourned by the authority which convened it.

ARTICLE 46.

No member of a general court-martial shall, after the proceedings are begun, absent himself therefrom, except in case of sickness, or of an order to go on duty from a superior officer, on pain of being cashiered.

ARTICLE 47.

Whenever any member of a court-martial, from any legal cause, is absent from the court after the commencement of a case, all the witnesses who have been examined during his absence must, when he is ready to resume his seat, be recalled by the court, and the recorded testimony of each witness so examined must be read over to him, and such witness must acknowledge the same to be correct, and be subject to such further examination as the said member may require. Without a compliance with this rule, and an entry thereof upon the record, a member who shall have been absent during the examination of a witness shall not be allowed to sit again in that particular case.

ARTICLE 48.

Whenever a court-martial sentences an officer to be suspended, it may suspend his pay and emoluments for the whole or any part of the time of his suspension.

ARTICLE 49.

In no case shall punishment by flogging, or by branding, marking, or tattooing on the body be adjudged by any court-martial or be inflicted upon any person in the Navy.

ARTICLE 50.

No person shall be sentenced by a court-martial to suffer death, except by the concurrence of two-thirds of the members present, and in the cases where such punishment is expressly provided in these articles. All other sentences may be determined by a majority of votes.

ARTICLE 51.

It shall be the duty of a court-martial, in all cases of conviction, to adjudge a punishment adequate to the nature of the offense; but the members thereof may recommend the person convicted as deserving of clemency, and state on the record their reasons for so doing.

ARTICLE 52.

The judgment of every court-martial shall be authenticated by the signature of the president, and of every member who may be present when said judgment is pronounced, and also of the judge-advocate.

ARTICLE 53.

No sentence of a court-martial, extending to the loss of life or to the dismissal of a commissioned or warrant officer, shall be carried into execution until confirmed by the President. All other sentences of general court-martial may be carried into execution on confirmation of the commander of the fleet or officer ordering the court.

ARTICLE 54.

Every officer who is authorized to convene a general court-martial shall have power, on revision of its proceedings, to remit or mitigate, but not to commute, the sentence of any such court which he is authorized to approve and confirm.

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ARTICLE 55.

Courts of inquiry may be ordered by the President, the Secretary of the Navy, or the commander of a fleet or squadron.

ARTICLE 56.

A court of inquiry shall consist of not more than three commissioned officers as members, and of a judge-advocate, or person officiating as such.

ARTICLE 57.

Courts of inquiry shall have power to summon witnesses, administer oaths, and punish contempts in the same manner as courts-martial; but they shall only state facts, and shall not give their opinion, unless expressly required so to do in the order for convening.

ARTICLE 58.

The judge-advocate, or person officiating as such, shall administer to the members the following oath or affirmation: "You do swear (or affirm) well and truly to examine and inquire, according to the evidence, into the matter now before you, without partiality." After which the president shall administer to the judge-advocate, or person officiating as such, the following oath or affirmation: "You do swear (or affirm) truly to record the proceedings of this court, and the evidence to be given in the case in hearing."

ARTICLE 59.

The party whose conduct shall be the subject of inquiry, or his attorney, shall have the right to cross-examine all the witnesses.

ARTICLE 60.

The proceedings of courts of inquiry shall be authenticated by the signature of the president of the court and of the judge-advocate, and shall, in all cases not capital, nor extending to the dismissal of a commissioned or warrant officer, be evidence before a court-martial, provided oral testimony cannot be obtained.

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APPENDIX No. 2.

Regulations for Preventing Collisions on the Water.

[General Order No. 34.]

NAVY DEPARTMENT, *May* 4, 1864.

The provisions of the following act "fixing certain rules and regulations for preventing collisions on the water," to take effect on the 1st day of September, 1864, are adopted for the naval service of the United States from this date. As most of the collisions occur from the non-observance of article sixteen, it is particularly enjoined upon commanding officers, in approaching another vessel, to slacken and stop in time to prevent the possibility of collision:

AN ACT fixing certain rules and regulations for preventing collisions on the water.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That from and after September one, eighteen hundred and sixty-four, the following rules and regulations for preventing collisions on the water be adopted in the Navy and the mercantile marine of the United States: *Provided,* That the exhibition of any light on board of a vessel of war of the United States may be suspended whenever, in the opinion of the Secretary of the Navy, the commander-in-chief of a squadron, or the commander of a vessel acting singly, the special character of the service may require it.

REGULATIONS FOR PREVENTING COLLISIONS ON THE WATER.

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PRELIMINARY.

ART. 1. In the following rules, every steamship which is under sail, and not under steam, is to be considered a sailing-ship; and every steamship which is under steam, whether under sail or not, is to be considered a ship under steam.

RULES CONCERNING LIGHTS.

LIGHTS.

ART. 2. The lights mentioned in the following articles, and no others, shall be carried in all weathers between sunset and sunrise.

LIGHTS FOR STEAMSHIPS.

ART. 3. All steam-vessels, when under way, shall carry—

(*a*) At the foremast-head, a bright white light, so fixed as to show a uniform and unbroken light over an arc of the horizon of twenty points of the compass, so fixed as to throw the light ten points on each side of the ship, viz: from right ahead to two points abaft the beam on either side, and of such a character as to be visible on a dark night, with a clear atmosphere, at a distance of at least five miles.

(*b*) On the starboard side, a green light, so constructed as to show a uniform and unbroken light over an arc of the horizen of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the starboard side, and of such a character as to be visible on a dark night, with a clear atmosphere, at a distance of at least two miles.

(*c*) On the port side, a red light, so constructed as to show a uniform, unbroken light over an arc of the horizon of ten points of the compass, so fixed as to throw the light from right ahead to two points abaft the beam on the port side, and of such a character as to be visible on a dark night, with a clear atmosphere, at a distance of at least two miles.

(*d*) The said green and red side lights shall be fitted with inboard screens, projecting at least three feet forward from the light, so as to prevent these lights from being seen across the bow.

LIGHTS FOR STEAM-TUGS.

ART. 4. Steamships, when towing other ships, shall carry two bright white mast-head lights vertically, in addition to their side lights, so as to distinguish them from other steamships. Each of these mast-head lights shall be of the same construction and character as the mast-head lights which other steamships are required to carry.

LIGHTS FOR SAILING-SHIPS.

ART. 5. Sailing-ships under way, or being towed, shall carry the same lights as steamships under way, with the exception of the white mast-head lights, which they shall never carry.

EXCEPTIONAL LIGHTS FOR SMALL SAILING-VESSELS.

ART. 6. Whenever, as in the case of small vessels during bad weather, the green and red lights cannot be fixed, those lights shall be kept on deck, on the respective sides of the vessel, ready for instant exhibition, and shall, on the approach of or to other vessels, be exhibited on their respective sides in sufficient time to prevent collision, in such manner as to make them most visible, and so that the green light shall not be seen on the port side, nor the red light on the starboard side.

To make the use of these portable lights more certain and easy, they shall each be painted outside with the color of the light they respectively contain, and shall be provided with suitable screens.

LIGHTS FOR SHIPS AT ANCHOR.

ART. 7. Ships, whether steamships or sailing-ships, when at anchor in roadsteads or fairways, shall, between sunset and sunrise, exhibit where it can best be seen, but at a height not exceeding twenty feet above the hull, a white light in a globular lantern of eight inches in diameter, and so constructed as to show a clear, uniform, and unbroken light visible all around the horizon, and at a distance of at least one mile.

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LIGHTS FOR PILOT-VESSELS.

ART. 8. Sailing pilot-vessels shall not carry the lights required for other sailing-vessels, but shall carry a white light at the mast-head, visible all around the horizon, and shall also exhibit a flare-up light every fifteen minutes.

LIGHTS FOR FISHING-VESSELS AND BOATS.

ART. 9. Open fishing-boats and other open boats shall not be required to carry side-lights required for other vessels; but shall, if they do not carry such lights, carry a lantern having a green slide on the one side and a red slide on the other side, and on the approach of or to other vessels, such lantern shall be exhibited in sufficient time to prevent collision, so that the green light shall not be seen on the port side, nor the red light on the starboard side. Fishing-vessels and open boats when at anchor, or attached to their nets and stationary, shall exhibit a bright white light. Fishing-vessels and open boats shall, however, not be prevented from using a flare-up in addition, if considered expedient.

RULES GOVERNING FOG-SIGNALS.

FOG-SIGNALS.

ART. 10. Whenever there is a fog, whether by day or night, the fog-signals described below shall be carried and used, and shall be sounded at least every five minutes, viz:

(*a*) Steamships under way shall use a steam-whistle, placed before the funnel, not less than eight feet from the deck.

(*b*) Sailing-ships under way shall use a fog-horn.

(*c*) Steamships and sailing-ships, when not under way, shall use a bell.

STEERING AND SAILING RULES.

TWO SAILING-SHIPS MEETING.

ART. 11. If two sailing-ships are meeting end on, or nearly end on, so as to involve risk of collision, the helms of both shall be put to port, so that each may pass on the port side of the other.

TWO SAILING-SHIPS CROSSING.

ART. 12. When two sailing-ships are crossing so as to involve risk of collision, then, if they have the wind on different sides, the ship with the wind on the port side shall keep out of the way of the ship with the wind on the starboard side, except in the case in which the ship with the wind on the port side is close-hauled, and the other ship free, in which case the latter ship shall keep out of the way. But if they have the wind on the same side, or if one of them has the wind aft, the ship which is to windward shall keep out of the way of the ship which is to leeward.

TWO SHIPS UNDER STEAM MEETING.

ART. 13. If two ships under steam are meeting end on, or nearly end on, so as to involve risk of collision, the helms of both shall be put to port, so that each may pass on the port side of the other.

TWO SHIPS UNDER STEAM CROSSING.

ART. 14. If two ships under steam are crossing so as to involve risk of collision, the ship which has the other on her own starboard side shall keep out of the way of the other.

SAILING-SHIP AND SHIP UNDER STEAM.

ART. 15. If two ships, one of which is a sailing-ship, and the other a steamship, are proceeding in such directions as to involve risk of collision, the steamship shall keep out of the way of the sailing-ship.

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SHIPS UNDER STEAM TO SLACKEN SPEED.

ART. 16. Every steamship when approaching another ship so as to involve risk of collision, shall slacken her speed, or, if necessary, stop and reverse; and every steamship shall, when in a fog, go at a moderate speed.

VESSELS OVERTAKING OTHER VESSELS.

ART. 17. Every vessel overtaking any other vessel shall keep out of the way of the said last-mentioned vessel.

CONSTRUCTION OF ARTICLES 12, 14, 15, AND 17.

ART. 18. Where, by the above rules, one of two ships is to keep out of the way, the other shall keep her course, subject to the qualifications contained in the following article:

PROVISO TO SAVE SPECIAL CASES.

ART. 19. In obeying and construing these rules due regard must be had to all dangers of navigation, and due regard must also be had to any special circumstances which may exist in any particular case rendering a departure from the above rules necessary in order to avoid immediate danger.

NO SHIP UNDER ANY CIRCUMSTANCES TO NEGLECT PROPER PRECAUTIONS.

ART. 20. Nothing in these rules shall exonerate any ship, or the owner or master, or crew thereof, from the consequences of any neglect to carry lights or signals, or of any neglect to keep a proper lookout, or of the neglect of any precaution which may be required by the ordinary practice of seamen, or by the special circumstances of the case.

Approved April 29, 1864.

Should a collision unfortunately take place, each commanding officer is required to furnish the Department with the following information:

1st. His own report, that of the pilot, the officer of the deck, and other officers who witnessed the occurrence. These reports and statements are to be exemplified by a diagram, and must contain the courses steered, the point at which the vessel was first seen, the bearing, the time when the engine was slowed, when the vessel was stopped, whether in motion, and, if so, at what speed at the moment of collision, the direction of the wind, the condition of the weather and atmosphere, what lookouts were placed, what lights were exhibited by both vessels, whether either vessel deviated from the above rules and regulations, whether any blame can attach to any one, and, if so, to whom, and any and all other facts bearing upon the subject.

2d. Written statements and estimate of damage from officers of the vessel with which the vessel of the United States Navy collided, if they can be obtained.

3d. Survey of the injury to both vessels by United States officers.

4th. If the vessel is in charge of a pilot, and the collision has occurred from his acting in violation of the above rules and regulations, the fact must be established in the report, and no pilotage paid to him.

The following diagrams are designed to illustrate the use of the lights carried by vessels at sea as prescribed in the foregoing order, and the manner in which they indicate to each vessel the position and course of the other:

1. FIRST. When the *Red* and *Green lights* are both seen.—A sees a *red* and *green* light ahead; A knows that a vessel is approaching him on a course directly opposite to the one he is steering, as B:

2. If A sees a *White mast-head light* above the *Red* and *Green lights*, he knows that the vessel B is a steamer. A should put his helm to port, and B, seeing the same lights on board of A, should, by the same rule, put his helm to port also.

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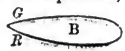
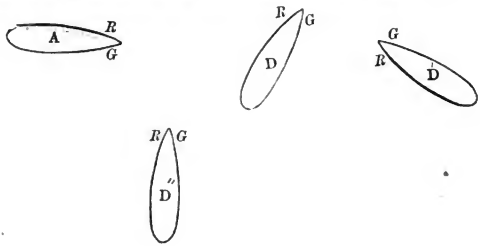
3. SECOND. When the *Red light* only is seen.—A sees a *Red light* ahead, or on the port bow; A knows that either, first, a vessel is approaching him on his port bow, as B,



or, second, a vessel is crossing his bows to port in some direction, as D D′ D″.

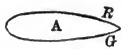


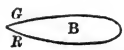
4. If A sees a *White mast-head light* above the *Red light*, he knows that the vessel is a steamer, and is either approaching in the same direction as B, or is crossing to port in the same direction as D D′ D″.

5. In the first position A sees B a little on the port bow; B's *red light* exposed, and, by the diagrams, B should see A's *red light* as well, in which case both vessels should put their helms to port.

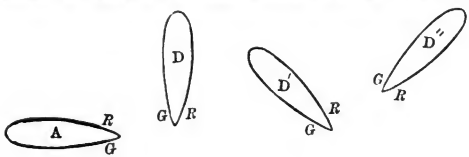
6. In the second positions A sees D on his starboard bow, and from the fact that he only sees D's *red light*, he knows that D must be steering in some direction, as at D D′ D″; at the same time D D′ D″ will see A's *green light on his port bow*. In this case A having D clearly on his starboard bow, should put his helm to starboard to turn from D, and D having A clearly on his port bow, should put his helm to port to turn to starboard from A.

7. THIRD. When the *Green light* is seen, and the *Red light* is not seen.—A sees a *green* light ahead or on his bow; A knows that either, first, a vessel is approaching him on his starboard bow, as B,





or, second, a vessel is crossing his bow in some direction to starboard, as D D′ D″.



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8. If A sees a *White mast-head light* above the *Green light,* A knows that the vessel is a steamer, and is either approaching him in the same direction as B, or is crossing to starboard in some direction as D D′ D″.

9. In the *first position,* A sees B on his starboard bow; B's *green light* exposed, and, by the diagram, B should see A's green light as well, in which case both vessels should put their helms to starboard.

10. In the *second position,* A sees D on his port bow, and from the fact that he only sees D's *green light,* he knows that D must be steering in some direction as D D′ D″; at the same time D will see A's *red light* on his starboard bow. In this case, A having D clearly on his port bow, should put his helm to port to turn from D, and D having A clearly on his starboard bow, should put his helm to starboard to turn to port from A.

11. Steam-vessels discovering other vessels near them at night, should slow down, and if need be, stop the engines until the exact position of both vessels is ascertained.

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APPENDIX No. 3.

UNIFORM FOR THE UNITED STATES NAVY.

GENERAL REGULATIONS.

Full-dress uniform, to be worn on occasions of special ceremony.—Body-coat as prescribed, epaulets, cocked hat, sword with sword-knot, and blue-cloth pantaloons, as per regulations.

Undress-uniform for official visits.—Frock-coat as prescribed, epaulets, cocked hat, sword with knot, and blue cloth or white drilling pantaloons to suit the season, weather, or climate, as may be directed by the senior officer present.

Service-dress uniform.—Frock-coat as prescribed, with shoulder-straps, cap, and with or without sword and sword-knot; pantaloons, blue or white, to suit the season of the year, weather, or climate, as may be directed by the senior officer present.

Officers making special official visits of ceremony to the President of the United States, the Secretary of the Navy, or to foreign authorities and vessels of war, will wear the full-dress uniform.

When making an official visit to the President of the United States, the Secretary of the Navy, or to the heads of other Departments of the Government, and to foreign authorities and vessels of war. officers will wear the undress-uniform or the service-dress, as occasion may require.

Officers serving on courts-martial, courts of inquiry, boards of examination or special boards, or when attending as witnesses before courts-martial or courts of inquiry, or in any other capacity, will wear the service-dress uniform, without swords, unless otherwise specially directed by competent authority.

Officers, in their social intercourse, when it is requisite for them to appear in evening-dress, may wear a body-coat of blue cloth, after the prevailing style of a civilian's dress-coat, with rolling collar, five navy buttons on each side, two at the waist behind, and two at the bottom of the skirt. The lace and corps distinctions on the cuff, same as on full-dress coats. This coat may be worn with or without epaulets, but not with shoulder-straps or sword; it is to be worn open, with a vest of white Marseilles, with a rolling collar, cut to open low in front, with four small navy-buttons set close together.

It is optional with officers to wear their uniform while on duty in the Navy Department, at the Observatory, Hydrographic Office, or on Light-House duty ashore.

Service-dress uniform is to be worn by all officers when attached to any vessel of the Navy or Coast Survey, to any navy-yard or station, or to any hospital or other naval establishment, for duty, unless when absent on leave.

Swords are always to be worn at quarters, and on leaving a vessel, navy-yard, or station on military duty.

Officers on furlough will not wear their uniform, and officers are strictly prohibited from wearing any part of it while suspended from duty by sentence of a court-martial.

Chaplains, when performing divine service, may wear either the vestments of the church to which they belong or the uniform prescribed in the regulations.

On all occasions of ceremony or duty, abroad or in the United States, when a Commanding Officer may deem it necessary to order the attendance of the officers under his command, he will be careful in such order to prescribe the particular dress to be worn.

Officers attached to vessels in foreign ports will not visit the shore without being in uniform, except by permission of Commanding Officer.

The uniform coat, with the exception of the service-dress uniform, without the sword, is always to be worn buttoned, the lower edge of the sword-belt resting over the two buttons at the small of the back.

Gloves worn with uniform are always to be white.

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Officers are forbidden to wear any part of their uniform with citizens dress. They must wear the whole of their uniform or none.

Before a vessel proceeds to sea there will be a general muster for the purpose of ascertaining whether the officers and crew are provided with the uniform, full and undress, as prescribed by the regulations, and the Commanding Officer of the vessel will see that all deficiencies are supplied.

FULL DRESS.

The full-dress body-coat for the Admiral, Vice-Admiral, Rear-Admirals, Commodores, Captains, Commanders, Lieutenant-Commanders, Lieutenants, Masters, Ensigns, and all Staff-Officers of relative rank, respectively, shall be of navy-blue cloth, double-breasted, lined with white silk serge; the waist of the coat to descend to the top of the hip-bone; the skirts to begin about one-fifth of the circumference from the front edge and descend four-fifths from the hip-bone toward the knee, with one button behind on each hip, and one near the bottom of the pocket in each fold; two rows of large navy buttons on the breast, nine in each row, placed four inches and a half apart from eye to eye at top, and two inches and a half at bottom; the cuffs of the coat to be closed, without buttons, and to be from two and a half to three inches deep; standing collar, to hook in front at bottom, and to slope thence upward and backward at an angle of twenty-five degrees on each side, and to rise no higher than will permit a free movement of the chin over it; to have one strip of gold-embroidered white-oak leaves (as per pattern) for the Admiral and Vice-Admiral; to have a strip of navy gold-lace one inch wide around the top and down the front for Rear-Admirals, Commodores, Captains, and Commanders, and one-half inch wide for Lieutenant-Commanders, Lieutenants, Masters, and Ensigns.

All Staff-Officers will wear the same widths of gold lace around the top and down the front of the collars of their full-dress body-coats as prescribed for Line-Officers with whom they have relative rank, respectively.

Midshipmen, after graduation, will be allowed a full-dress double-breasted coat, nine buttons in each row, with a gold cord one-eighth of an inch wide around the sleeve, and an anchor in gold embroidery on each side of the collar, one inch in length, (as per pattern.)

The full-dress coat is to be worn only with epaulets, cocked hat, sword and sword-knot.

Midshipmen at the Naval Academy will wear a strip of lace one-eighth of an inch wide around the outer edge of the collar of their parade-jackets. Parade-jackets will only be worn on Sundays, dress-parades, or other occasions of ceremony.

THE UNDRESS AND SERVICE FROCK-COAT.

The undress and service frock-coat for all commissioned officers will be of navy-blue cloth, faced with the same, and lined with black silk serge; double-breasted, with two rows of large navy buttons on the breast, nine in each row, placed four inches and a half apart, from eye to eye at top, and two inches and a half at bottom; rolling collar; skirts to be full, commencing at the hip-bone and descending four-fifths thence toward the knee, with one button behind on each hip and one near the bottom of the pocket in each fold; cuffs to be closed, without buttons, and from two and a half to three inches deep.

Frock-coats for Midshipmen will be the same as for commissioned officers, except that the buttons will be of medium size only.

The uniform coat for Boatswains, Gunners, Carpenters, and Sailmakers will be a frock-coat similar in every respect to the frock-coat of the line and staff commissioned officers.

Clerks and Mates will wear a double-breasted frock-coat, with nine navy-buttons of medium size on each side.

SACK-COATS.

Sack-coats of navy-blue flannel or blue cloth may be worn off duty by all officers on board ship and in the United States; but never on shore, nor on board ship on duty in a foreign port. Sack-coats shall be single-breasted, with a row of five medium-size buttons on the right breast. Shoulder-straps and lace on the sleeves will be dispensed with on sack-coats—retaining the star for Line-Officers. The designations of rank and corps will be worn on the ends of the collar, as follows:

Admiral.—Four silver stars, with gold foul anchors under the two outer ones.

Vice-Admiral.—Three silver stars, with a gold foul anchor under the center one.

Rear-Admirals—Two silver stars, with a silver foul anchor between them.

Commodores.—One silver star, with a silver anchor back of it.

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Captains.—A silver spread-eagle, with a silver anchor back of it.
Commanders.—A silver leaf, with a silver anchor back of it.
Lieutenant-Commanders.—A gold leaf, with a silver anchor back of it.
Lieutenants.—Two gold bars, with a silver anchor back of them.
Masters.—One gold bar, with a silver anchor back of it.
Ensigns.—A silver anchor placed horizontally, stock up.
Midshipmen.—A gold cord, one-eighth of an inch in diameter, and one and one-quarter inches long, across the end of the collar.

Staff-Officers will wear on the ends of the collars of their sack-coats their respective shoulder-strap devices in the same way as the Line-Officers with whom they have relative rank, omitting the duplicate end device.

Mates, Boatswains, and Gunners will wear the star on their sleeves.

PANTALOONS.

For full dress, the pantaloons of all commissioned officers of the Navy will be of blue cloth, having a strip of heavy gold lace down their outer seam, of the same width as that prescribed for their full-dress coat.

For undress and service-dress, for all officers, pantaloons are to be of navy-blue cloth or of white duck or drilling, or with service-dress of navy-blue flannel.

Within the tropics white pantaloons are to be worn at all seasons of the year, unless otherwise ordered by the officer in command.

North of the tropics blue pantaloons are to be worn from the 1st of October to the 15th of May, and white ones from the 15th of May to the 1st of October, when the weather is suitable; and south of the tropics *vice versa*, subject, however, to such exceptions as may be directed or authorized by the senior officer present in command.

VESTS,

For all officers, will be single-breasted, standing collar, with nine small navy-buttons in front, and made of navy-blue cloth, fine blue flannel, or of suitable white material.

JACKETS AND FLANNEL COATS.

Jackets may be worn as "service-dress" by all officers, except at general muster, or upon special occasions of ceremony, when a different dress is prescribed by the Commanding Officer; to be of navy-blue cloth, faced with the same, and lined with black silk serge; double or single breasted, as in the coat; rolling collar, with the same number of small-sized buttons on the breast as for the coat, and with the same arrangement of lace on the cuffs, and the same shoulder-straps.

In mild climates or seasons, officers in "service-dress" may wear the uniform made of fine navy-blue flannel. Coats to be lined with black silk serge, and furnished with navy buttons of medium size. The same may be worn on shipboard at sea, except at general muster; also on board ship in port, except at general muster, when on watch with the colors hoisted, or on occasions of ceremony, when a different dress is prescribed by the Commanding Officer.

White linen or grass jackets, to be made like the cloth ones, but without straps or sleeve ornaments, may be worn within the tropics, at sea and in port, with white straw hats, when the weather, in the opinion of the Commanding Officer, is such as to require it. They must not, however, be worn ashore in foreign ports, nor by the Officer of the Deck, for the time being, in ports where the vessel may be visited by strangers.

OVERCOATS.

Overcoats shall be a caban overcoat and cape, of dark-blue beaver or pilot cloth, skirt to extend below the knee; cape to be ten inches shorter; double-breasted, with pockets in side seam, and five navy buttons on each breast. The cape to be made so that it can be removed at pleasure, so as to form a separate garment. On each end of the collar of the overcoat the same devices of rank and corps shall be worn, respectively, as authorized for sack-coats.

Mates, Clerks, Boatswains, Gunners, Carpenters, and Sailmakers will not wear any devices on the collars of their overcoats.

CRAVAT.

Cravat for all officers, to be of black silk or satin, with a white shirt collar showing above it.

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SLEEVE ORNAMENTS.

FULL-DRESS BODY-COATS OF ADMIRALS.

The full-dress coat of the Admiral will have three strips of gold-embroidered white-oak leaves, one inch wide and a half an inch apart, on the sleeve, as per pattern.

The full-dress coat of the Vice-Admiral will be the same as for the Admiral, except that there will be but two strips of embroidery on the sleeve.

The full-dress coat of a Rear-Admiral will have on the sleeve one strip of gold lace, two inches wide, one inch and one half from the edge of the sleeve, with one strip of half-inch gold lace one quarter of an inch above it.

UNDRESS COATS FOR ADMIRALS, ETC.

The lace on the sleeves is to be navy gold lace of the widths, respectively, of two inches one inch, and one-quarter of an inch.

The undress-coat of the Admiral will have one strip of gold lace two inches wide around the cuff, with three strips of half-inch gold lace, one-quarter of an inch apart, above, (as per pattern,) or, at his discretion, the Admiral may wear the full and undress uniform as established by regulation of December 1, 1866.

The undress-coat of the Vice-Admiral will be the same as for the Admiral, except that there will be but two strips of half-inch gold lace above the wide lace.

The undress-coat of a Rear-Admiral will be the same as for the Vice-Admiral, except there will be but one strip of half-inch gold lace above the wide lace.

FULL-DRESS BODY AND FROCK COATS.

For Commodores, one strip of gold lace, two inches wide, one inch and a half from the edge of the sleeve.

For Captains, four strips of navy gold lace one-half inch wide, one-quarter of an inch apart; the lower strip one inch and a half from the lower edge of the sleeve.

For Commanders, the same, except that there shall be but three strips of gold lace.

For Lieutenant-Commanders, two strips of gold lace one-half an inch wide, with one strip of a quarter of an inch between them, each a quarter of an inch apart.

For Lieutenants, two strips of one-half inch gold lace, one-quarter of an inch apart.

For Masters, one-strip of half-inch gold lace.

For Ensigns, one strip of quarter-inch gold lace.

Staff-Officers of assimilated rank will conform to the above.

Medical Officers will wear around the sleeve cobalt blue cloth, between the strips of gold lace.

Paymasters will wear around the sleeve white cloth, between the strips of gold lace.

Engineers will wear around the sleeve red cloth, between the strips of gold lace.

Naval Constructers will wear around the sleeve dark-violet cloth between the strips of gold lace.

Professors of Mathematics will wear around the sleeve olive-green cloth between the strips of gold lace.

Staff-Officers entitled to but one strip of lace on the sleeve will wear the colored cloth so as to show one-fourth of an inch above and below the strip.

On the outer side of each sleeve, above the upper strip of lace and midway the seams, a gold star of five rays, two inches in diameter, with a steam-frigate in silver raised in the center, with one of the rays of the star pointing directly downward, and the point one-fourth of an inch from the upper edge of the strip of lace, will be worn by the Admiral.

For all other Line-Officers, (including Boatswains and Gunners,) the star will be of five rays, embroidered in gold, one inch in diameter, and worn as prescribed for the Admiral.

No other officers are entitled to wear the above-described ornaments.

EPAULETS, SHOULDER-STRAPS, ETC.

EPAULETS.

All commissioned officers, including and above the rank of Master, will wear two gold-bullion epaulets with their respective strap ornaments on the frogs, to be of the following dimensions:

For the Admiral, Vice-Admiral, Rear Admirals, and Commodores, the strap to be two and three-quarters of an inch wide, and six inches long; frog four and three-eighths of an inch

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wide; crescent eleven-sixteenths of an inch in the broadest part; bullion three and one-half inches long, and five-eighths of an inch in diameter. Staff-Officers of relative rank to wear the same.

For Captains, Commanders, Lieutenant-Commanders, and Staff-Officers of relative rank, the strap to be two and three-quarters of an inch wide and six inches long; frog four and three-eighths of an inch wide; crescent eleven-sixteenths of an inch in the broadest part; bullion three inches long and half an inch in diameter.

For Lieutenants, Masters, and Staff-Officers of relative rank, the strap to be two and one-half inches wide and six inches long; frog four and three-eighths of an inch wide: crescent nine-sixteenths of an inch in the broadest part; bullion three inches long and three-eighths of an inch in diameter.

SHOULDER-STRAPS.

No officer in the Navy below the assimilated rank of Master will wear shoulder-straps, cocked hat, or epaulets.

Ensigns and Midshipmen, after graduation, and Staff-Officers of assimilated rank, will wear, in lieu of shoulder-straps or epaulets, gold-embroidered shoulder-loops as per patterns; Staff-Officers omitting the anchor.

These will also be worn on the undress frock-coat, either on duty or on other occasions.

All shoulder-straps are to be of navy-blue cloth, four inches and a quarter long, and one inch and a half wide, including the border, which is to be a quarter of an inch wide and embroidered in gold, except for the Admiral, which will be four and seven-eighths inches long and one and five-eighths of an inch wide, including the border, which is to be one-quarter of an inch wide.

The center and end ornaments, or distinctions of the line and staff, and indications of rank, are to be embroidered in gold or silver, and are to be as follows:

DEVICES FOR SHOULDER-STRAPS AND FROGS OF EPAULETS.

For the Admiral, four silver stars, of five rays each, placed equidistant from each other, in the middle of the strap or frog of the epaulet, with a gold foul anchor one and one-eighth of an inch long under the two outer stars.

For the Vice-Admiral, three silver stars, of five rays each, placed equidistant on the strap or frog of the epaulet, with a gold foul anchor one and one-eighth of an inch long under the center star.

For Rear-Admirals, two silver stars, of five rays each, one near each end of the strap or frog of the epaulet, with a silver foul anchor seven-eighths of an inch long in the center.

For Commodores, a silver star, of five rays, placed in the center, with a silver foul anchor at each end of the strap or frog of the epaulet.

For Captains, a silver spread-eagle in the center, with a silver foul anchor at each end of the strap or frog of the epaulet.

For Commanders, a silver oak-leaf at each end, with a silver foul anchor in the center of the strap or frog of the epaulet.

For Lieutenant-Commanders, a gold oak-leaf at each end, with a silver foul anchor in the center of the strap or frog of the epaulet.

For Lieutenants, two gold bars at each end, with a silver foul anchor in the center of the strap or frog of the epaulet.

For Masters, one gold bar at each end, with a silver foul anchor in the center of the strap or frog of the epaulet.

Staff-Officers will wear shoulder-straps of the same description as prescribed for Line-Officers with whom they have relative rank, respectively, with the following exceptions, viz:

In the Medical Corps the anchor is omitted.

In the Paymasters' Corps an oak-sprig is substituted for the anchor.

In the Engineers' Corps a device of four oak-leaves, in the form of a cross, is substituted.

In the corps of Naval Constructors, a sprig of two live-oak leaves and an acorn, embroidered in gold, is substituted.

For Chaplains, a silver cross is substituted.

For Professors of Mathematics, one oak-leaf and an acorn, embroidered in silver, is substituted.

For Secretaries to Commanders of fleets and squadrons, the letter S, in silver, is substituted.

In lieu of shoulder-straps, Warrant-Officers shall wear as follows: Boatswains and Gunners, a gold star embroidered on each side of the collar, similar to that worn on the sleeve.

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Carpenters and Sailmakers will wear a diamond or lozenge, embroidered in gold, one and one-eighth inch in extreme length, on each side of the collar.

Shoulder-straps are to be worn on the frock-coat, service-dress, and on the jacket.

COCKED HAT, CAP, ETC.

COCKED HAT.

All commissioned officers, including and above the rank of Master, will wear a black cocked hat of the following dimensions:

To be not more than six nor less than five and a half inches on the back fan; and not more than five and a half nor less than five inches on the front fan; and not more than eighteen nor less than sixteen inches long from peak to peak. The hat to be bound with black silk lace, to show one inch and a quarter on each side. In the fold at each end of the hat, a tassel will be worn, formed of five gold and five blue bullions; and on the front or right fan a black-silk cockade four and a half inches in diameter.

The Admiral, Vice-Admiral, Rear-Admirals, Commodores, and Staff-Officers of relative rank, will wear over the cockade a loop of six gold bullions, half an inch in diameter, the two inner bullions to be twisted together, with a small navy button in the lower end of the loop.

All other officers entitled to wear cocked hats will wear over the cockade a loop formed of four gold bullions, three-eighths of an inch in diameter, not twisted, with a small navy button in the lower end of the loop. The cocked hat is always to be worn with epaulets.

CAP.

The cap to be of dark-blue cloth; diameter of the top to be the same as the base; quarters not less than one and a quarter nor more than one inch and a half wide in front, sloping gradually; and to be not less than one-half nor more than three-quarters of an inch wide at the back of the cap. The seam around the tip to be without a welt, and neatly stitched on each side. Band to be one inch and a half wide, with a welt one-eighth of an inch in diameter at the top, and a welt one-eighth of an inch in diameter one quarter of an inch from the base of the cap. A plain black-ribbed silk band will be worn between the upper and lower welts. Visor to be of black patent-leather, bound, green underneath, and not less than one and a half nor more than one and three-quarters of an inch wide in front, and rounded, as per pattern. The inside band to be of stout pasteboard, and to extend from the base of the cap to within one-quarter of an inch of the tip. The sweat and inside linings to be of uncolored morocco. The cap in front is to be not less than two and a half nor more than three inches in height, according to size, with four black metal eyelets inserted in the top for ventilation.

During rainy weather only, a black glazed silk cover may be worn over the cap.

Whenever it is considered conducive to comfort or health, white caps of the regulation pattern, or white-linen cap-covers, will be worn by officers on shipboard within the tropics, or elsewhere in very hot weather, as directed by the Commanding Officer of the vessel or station.

CAP ORNAMENTS.

The cap ornament for all commissioned officers of the Navy and Midshipmen after graduation will be a silver shield with two crossed anchors in gold, arranged as per pattern. A gold cord of the same pattern as the one now worn by the Midshipmen at the Naval Academy will be worn on the front of the cap by all officers.

Warrant-Officers will wear two gold embroidered anchors crossed; each anchor one and a half inch long.

Mates will wear a plain anchor one inch and a quarter long, embroidered in gold, and placed in a vertical position.

Clerks will wear a foul anchor on the front of the cap, with a gold cord, the same as that worn by Midshipmen at the Academy.

STRAW HATS.

In tropical climates, or during warm seasons, officers may wear white straw hats under the same restrictions as in the case of jackets; the body of the hat to be not more than three and a half nor less than two and a half inches in height, and the brim, without lining, not more than three and a half nor less than two inches in width, with a plain band of black ribbon.

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SWORD AND SWORD-BELTS.

The sword for all officers shall be a cut-and-thrust blade, not less than twenty-six nor more than twenty-nine inches long; half-basket hilt; grip white; scabbards of black leather; mountings of yellow gilt; and all as per pattern.

Midshipmen may wear, on boat-duty, a dirk, as per pattern.

The dress-sword belt of the Admiral and Vice-Admiral will be of navy-blue cloth with a small gold cord around the edge, and one strip of gold-embroidered white-oak leaves, one-half inch wide, running through the center, as per pattern.

The sling-straps to be of blue cloth with a small gold thread around the edge. The full-dress sword-belts for the grades below the rank of Vice-Admiral will be of blue webbing with gold cord woven in, as per pattern.

The dress-sword belt is to be worn with epaulets, &c.

The service-dress sword belt for all officers, shall be of plain black glazed leather, not less than one inch and a half nor more than two inches wide, with slings of the same not less than one-half nor more than three-quarters of an inch wide, and a hook in the forward ring to suspend the sword. Belt-plate of yellow gilt in front, two inches in diameter. The belt to be worn over the coat.

SWORD-KNOT.

For all officers, except Mates, Clerks, Boatswains, Gunners, Carpenters, and Sailmakers, shall be a strap of gold lace twenty-four inches long, including the tassel, gold slide, tassel of twelve gold bullions, one inch and three-quarters long, inclosing five blue bullions, with basket-worked head.

BUTTONS.

Shall be gilt, convex, and of three sizes in exterior diameter; large, seven-eighths of an inch; medium, seven-tenths of an inch; and small, nine-sixteenths of an inch. Each size is to have the same device.

MIDSHIPMEN AT THE NAVAL ACADEMY.

JACKET.

The jacket to have a standing collar, one inch and a quarter high, with a plain anchor, one inch and a quarter in length, embroidered in gold, and placed in a horizontal position, on each end of the collar. To be made of dark navy blue cloth, double-breasted, with two rows of medium-size navy buttons on the breast, nine in each row; cuffs closed, with three small-size navy buttons along the seam.

Dress-parade jackets will have around the edge of the collar a strip of navy gold lace, one-eighth of an inch wide. These jackets only to be worn at dress-parade, official occasions, visits of ceremony, and Sundays.

CAP ORNAMENT.

The cap will have a plain anchor, one inch and a quarter in length, embroidered in gold, and placed in a vertical position. A double gold cord, looped and fastened at each end by a small-sized navy button, will be worn for the sliding-strap.

PETTY OFFICERS, SEAMEN, ETC.

UNIFORM-DRESS FOR PETTY OFFICERS, SEAMEN, FIREMEN, COAL-HEAVERS, ORDINARY SEAMEN, LANDSMEN, AND BOYS.

Master-at-Arms, Machinists, and Apothecaries will wear single-breasted sack-coats, with a row of five medium-size navy buttons on the right breast.

For muster, these sack-coats will be made of navy-blue cloth, and for working-suits they will be made of navy-blue flannel.

They will be allowed to wear white cotton or linen shirts (in place of duck-frocks with turn-over collars) and uniform vests, with six small-size navy buttons, and plain blue-cloth caps, with visors.

Masters-at-Arms will (in addition to the Petty-Officers' device on the sleeve above the elbow) wear, on both sleeves of the coat, a white five-pointed star, one and one-quarter of an inch in diameter, over a white foul anchor one and one-quarter of an inch long; to be placed in the position of the gold star worn on the sleeves of Line-Officers, and worked in white silk or thread, or made of other suitable material.

Coxswains of Commanders-in-Chief will (in addition to the Petty-Officers' device on the sleeve above the elbow) wear, on each side of the collar of their jackets and frocks,

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three inches from the front, two cross-anchors, each one and three-quarters of an inch in length, made of, or worked in, white or blue sewing-materials, according to the color of the garment, the white upon blue garments, and *vice versa.*

Coxswains of other Commanding Officers will (in addition to the Petty-Officers' device on the sleeve below the elbow) wear, in the same position as the Coxswains of Commanders-in-Chief, a single foul anchor one and one-half of an inch in length, on each side of the collar of their jackets and frocks; to be worked in, or made of, white or blue sewing-materials, according to the color of the garment, the white upon blue garments, and *vice versa.*

The Chief or Signal Quartermaster will (in addition to the Petty-Officers' device on the sleeve above the elbow) wear, on both sleeves, in front, half-way between the edge of the sleeve and the elbow, a double marine-glass, one and one-half of an inch in length, worked in, or made of, white or blue sewing-materials, according to the color of the garments, the white upon blue garments, and *vice versa.* Other Quartermasters will wear the same device, but upon one sleeve only, the right or left, according as they belong to the starboard or port watch.

Machinists will (in addition to the Petty Officers' device on the sleeve above the elbow) wear on both sleeves, in front, half-way between the edge of the sleeve and the elbow, a badge representing a paddle-wheel, with a five-pointed star above, to be worked in or made of white or blue sewing-materials, according to the color of the garment—the white upon blue garments, and *vice versa.*

The Chief Boatswain's Mate will (in addition to the Petty Officers' device on the sleeve above the elbow) wear on both sleeves, in front, half-way between the edge of the sleeve and the elbow, a foul anchor one and one-half of an inch in length, placed vertically, and to be worked in or made of white or blue sewing-materials, according to the color of the garment—the white upon blue garments, and *vice versa.* Other Boatswains' Mates will wear the same device, but upon one sleeve only—the right or left, according as they belong to the starboard or port watch.

Seaman Gunners will (in addition to the Petty Officers' device on the sleeve above the elbow) wear on both sleeves, in front, half-way between the edge of the sleeve and the elbow, a badge representing two crossed cannon, with muzzles downward, each one and one-quarter of an inch in length, with a five-pointed star above, to be worked in or made of white or blue sewing-materials, according to the color of the garment—the white upon blue garments, and *vice versa.*

Gunners' Mates will wear the same device, with exception of the star. Quarter Gunners will wear the same device, but upon one sleeve only—the right or left, according as they belong to the starboard or port watch.

Carpenters' Mates will (in addition to the Petty Officers' device on the sleeve above the elbow) wear on both sleeves, in front, half-way between the edge of the sleeve and the elbow, in an inclined position, a broad-ax, helved, two and one-quarter inches in length, to be made of or worked in white or blue sewing-materials, according to the color of the garment—the white upon blue garments, and *vice versa.*

Captains of Forecastle will (in addition to the Petty Officers' device on the sleeve above the elbow) wear on the right or left sleeve, in front, according as they belong to the starboard or port watch, two crossed anchors, with the stocks upward, each one and three-quarters of an inch in length, and half-way between the edge of the sleeve and the elbow, to be worked in or made of white or blue sewing-materials, according to the color of the garment—the white upon blue garments, and *vice versa.*

Captains of Tops will (in addition to the Petty Officers' device on the sleeve above the elbow) wear on the right or left sleeve, in front, according as they belong to the starboard or port watch, a worked open figure-of-eight knot, one and three-quarters of an inch in length, placed vertically half-way between the edge of the sleeve and the elbow, to be worked in or made of white or blue sewing-materials, according to the color of the garment—the white upon blue garments, and *vice versa.*

Sailmakers' Mates will (in addition to the Petty Officers' device on the sleeve above the elbow) wear on both sleeves, in front, half-way between the edge of the sleeve and the elbow, a fid, one inch and a half in length, placed vertically, to be worked in or made of white or blue sewing-materials, according to the color of the garment—the white upon blue garments, and *vice versa.*

All Line Petty Officers will wear on their right sleeve, above the elbow in front, an eagle and anchor, of not more than two inches in length, with a star of one inch in diameter one inch above it, the whole to be placed vertically, and made of or worked in white or blue

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sewing-materials, according to the color of the garment—the white upon blue garments, and *vice versa*.

All other Petty Officers and First-class Firemen, except officers' stewards, will wear the same device on the left sleeve, but without the star.

The outside clothing for Petty Officers not previously specified, Seamen, Firemen, and Coal-heavers, Ordinary Seamen, Landsmen, and Boys, for muster, shall consist of blue-cloth jackets and trousers, or blue woolen frocks; blue-cloth caps, without visors; cap-bands, to be of black ribbon, one and one-quarter of an inch wide, with the name of the vessel to which they are attached painted on them in yellow or gilt letters.

In warm weather, or within the tropics, it shall consist of white linen or duck frocks, and blue or white trousers; blue-cloth caps, without visors, or white sennit hats, as the Commanding Officer may direct; hat or cap bands to be of black ribbon, with the name of the vessel to which they are attached painted on them, as prescribed above; black-silk neck-erchiefs, and shoes or boots, properly cleaned.

The blue-flannel frocks for Petty Officers and other enlisted men are to be cut sufficiently long to descend to the knee-cap, so as to allow for shrinkage; the back and breast to be of double thickness, and to descend four inches below the line of the shoulder-blades; to have two pockets in the breast, and the breast to be fastened with five small pearl buttons, in lieu of white tape heretofore used. The cuffs to be of double thickness.

The collars and cuffs of *all* frocks to be made of blue flannel.

Three stripes of tape, to be three-sixteenths of an inch wide, one-quarter of an inch apart, and laid on one-quarter of an inch from the edge of the collar of the frock, with a three-quarter-inch white star in each corner; the collar of the frock to be nine inches. The different ratings of the men are to be indicated by the stripes on the cuffs.

Those for Landsmen, Coal-heavers, and Boys shall have one stripe of blue dungaree or blue tape around the cuff, one-half inch wide, one inch and one-half from the lower edge.

For Ordinary Seamen and Second-class Firemen two stripes, one-quarter of an inch apart. For Seamen, three stripes; and for Petty Officers, four stripes. On the blue frocks there shall be stripes of white tape one-half inch wide, sewed on in the same manner.

Naval Apprentices will wear the letter A on the right or left sleeve of their jackets and frock, according as they belong to the starboard or port watch, to be placed half-way between the edge of the sleeve and the elbow, and to be not less than one and a half nor more than two inches long; and made of or worked in blue or white sewing-materials, according to the color of the garment—the white upon blue garments, and *vice versa*.

All enlisted men are to wear, upon proper occasions, a working-suit, to consist of a jumper and pair of overalls, made of *linen duck;* the collar of the jumper to be three inches deep, of the same material, and the edges to be bound with white tape.

Ships' Writers will wear the letter W on the front of the left sleeve of their jackets and frocks, half-way between the edge of the sleeve and the elbow, to be from one and one-half to two inches long, and made of or worked in blue or white sewing-materials, according to the color of the garment—the white upon blue garments, and *vice versa*.

Ships' Schoolmasters will wear the letter S on the front of the left sleeve of their jackets and frocks, half-way between the edge of the sleeve and the elbow, to be from one and one-half to two inches long, and made of or worked in blue or white sewing-materials, according to the color of the garment—the white upon blue garments, and *vice versa*.

Caps for all Petty Officers not otherwise specified, and for enlisted men, will be uniform both in shape and color, and in the length of bow to the draw-ribbon. White-linen cap-covers may be worn within the tropics and elsewhere in very hot weather. The cap-covers to be made a plain circle, a little larger than the circumference of the cap, with a neat white cord or narrow tape draw-string; and when tied on the cap, to be not more than half an inch below the rounded part of the top of the cap. The draw-string is to be fastened behind in a small, neat knot.

Stewards of Commanders-in-Chief, of other Commanding Officers, and of wardroom messes, will wear blue cloth or flannel jackets, with rolling collar, to be double-breasted, with two rows of medium-size navy buttons, six in each row, and plain blue-cloth caps, with visors, and with or without covers. On special occasions they may be directed to wear citizens' clothes.

All sennit hats are to be uniform in shape. The height of the crown to be two and one-half inches, the brim to be three inches in width, and without lining.

Hat-ribbons are to be one inch and a quarter wide, and must be uniform both in width and in length of the tie-bow. The lettering is to be of gilt or yellow color, and must be the same in character and size for the whole ship's company.

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Petty Officers and others who have received "medals of honor" from the Secretary of the Navy will be encouraged to wear them at general muster and on all other suitable occasions. They will also be allowed to wear a star, from three-quarters to seven-eighths of an inch in diameter, on the left breast of their frocks and jackets, as a distinction.

The frocks (blue and white) are to be furnished by the paymasters, so as to conform in design with the foregoing uniform, with the exception of the sleeve and cuff marks.

WATCH-MARKS.

The first part of the watch will wear one bar made of white tape or blue material, according to the color of the frock, one-half of an inch wide and one inch and a quarter long, to be placed horizontally on the front part of the sleeve, one inch below the shoulder-seam.

The second part of the watch will wear two bars, one-half an inch apart, parallel to each other and placed horizontally, the upper bar to be one inch below the shoulder-seam.

The starboard watch will wear the watch-marks on the right arm, and the port watch will wear them on the left arm.

Petty Officers, with special arm-devices indicating starboard and port watches, will not be required to wear other watch-marks.

It is strictly enjoined upon Commandants of stations and Commanding Officers of the Navy to see that the foregoing regulations are complied with in every respect, and to require all deviations from them to be corrected.

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Returns and reports to be made from sea-going vessels.

[Commanders-in-Chief and Commanding Officers of vessels will see that the following returns are made.]

By whom sent.	When to be sent.	Subject.	Reference.	To whom sent.
Commander-in-Chief	Quarterly	Cruising-report	Page 32, Art. 66	Navy Department.
Do	do	Inspection of efficiency	Ordnance Instructions.	Bureau of Ordnance.
Do	do	Condition of steam machinery and boilers	Page 31, Art. 58	Navy Department.
Do	do	Abstract of stores expended	Page 43, Art. 78	To the bureau concerned.
Do	Monthly	Condition and employment of vessels	Page 31, Art. 55	Do.
Do	Before sailing and quarterly.	Stores and provisions required for fleet	Page 26, Art. 6	Bureaus.
Do	Monthly	Punishment of officers	Page 87, Art. 53	Navy Department.
Do	When occurring	Any important service	Page 31, Art. 53	Do.
Do	do	Expenditures abroad	Inst. from Bureau Construction.	Bureau of Construction.
Do	When necessary	Suggestions for alterations in navy-yards, ships, &c.	Page 31, Art. 57	Navy Department.
Do	After an engagement	Reports and diagrams of service	Page 30, Art. 48	Do.
Do	End of cruise	List of numbers of correspondence	Page 32, Art. 62	Do.
Commanders of squadrons	Quarterly	Efficiency and preparation for battle	Page 33, Art. 3	Commander-in-Chief.
Do	Monthly	Punishment of officers	Page 87, Art. 53	Navy Department.
Fleet-Captain	When occurring	Neglect or disobedience of orders	Page 34, Art. 4	Commander-in-Chief.
Commanders of vessels	Annually	Copy of Navigator's Remark-Book	Page 60, Art. 16	Bureau of Navigation.
Do	Semi-annually	Inspection of efficiency	Ordnance Instructions.	Bureau of Ordnance.
Do	Quarterly	Cruising-report	Page 32, Art. 66	Navy Department.
Do	do	Punishments, (in duplicate)	App., Form 5	Commander-in-Chief.
Do	do	Ordnance returns, outfit, and stores	Ordnance Instructions.	Bureau of Ordnance.
Do	do	Returns of all firing of great guns	Ord. Circular No. 5, 1863.	Do.
Do	do	Target-practice, great guns	Ordnance Instructions.	Do.
Do	do	Consolidated reports of small-arm target-practice.	do	Do.
Do	do	Copy of steam log-book	Page 44, Art. 90	Navy Department.
Do	do	Report of sailing and other qualities	App., Form 1	Bureau of Construction.
Do	Quarterly and at commencement and end of service.	Descriptive muster-roll	App., Form No. 10, and act of Congress, July 17, 1862, sec. 16.	Bureau Equipment and Recruiting.
Do	Quarterly	Abstract of stores expended	Page 43, Art. 78	Commander-in-Chief.
Do	do	Expenditure of postage-stamps, &c	Circular, July 30, 1873.	Navy Department.
Do	do	Condition of shell-rooms, magazines, &c	Ordnance Instructions, sec. 15, part 1.	Bureau of Ordnance.

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Returns and reports to be made from sea-going vessels—Continued.

By whom sent.	When to be sent.	Subject.	Reference.	To whom sent.
Commanders of vessels	Quarterly	Original shipping-articles	App., Form No. 8	Bureau Equipment and Recruiting.
Do	do	Return of enlistments	App., Form No. 23	Do.
Do	do	Conduct-report	App., Form No. 9	Do.
Do	do	Report of the progress, standing, &c., of boys.	App., Form No. 14	Do.
Do	do	Report of exercises, in duplicate	App., Form No. 21; order, March 1, 1871.	Navy Department.
Do	Quarterly and before sailing.	Description of deserters	Inst's of Bureau Equip't and Recruiting and Appendix, Form No. 17.	Bureau of Equipment and Recruiting.
Do	Quarterly	Breech-loading arms and equipments		Bureau of Ordnance.
Do	Monthly	Punishment of officers	Page 87, Art. 53	Navy Department.
Do	Weekly, before sailing	Condition of ship, deficiencies, &c	Page 36, Art. 5	Commandant of Navy-Yard.
Do	Before sailing and also on arriving in United States.	List of passengers	App., Form No. 7	Navy Department.
Do	Before sailing	List of sick at hospital	App., Form No. 6	
Do	In fitting out	Date of going into commission, &c	Page 36, Art. 6	Bureau of navigation.
Do	When occurring	Recommendations for medals of honor, &c	Page 25, Art. 2	Navy Department.
Do	do	Expenditures for purchase of equipment stores.	Circular Bureau Equipment and Recruiting.	Bureau of Equipment and Recruiting.
Do	do	Reports of cases for pensions	Art. 26, pensions, and Appendix, Forms No. 29, 30, 31, 32, and 34.	Bureau Medicine and Surgery.
Do	do	Invalids sent from foreign stations, (in duplicate.)	Page 100, Art. 17	Navy Department and commandant of station to which transferred.
Do	do	Men discharged in foreign ports	Page 99, Art. 7	Navy Department.
Do	do	Men for discharge desiring continous-service certificates.	App., Form No. 15	Bureau of Equipment and Recruiting.
Do	do	Shipwreck	Page 50, Art. 138	Navy Department.
Do	do	Alterations suggested	Page 48, Art. 119	Do.
Do	do	Losses of clothing by shipwreck or capture	Page 50, Art. 135	Do.
Do	do	Passengers carried	App., Form No. 7.	Commander-in-Chief, or Navy Department.
Do	do	Collisions	Page 45, Art. 100	Navy Department.
Do	do	Collision with a merchant-vessel, (in triplicate.)	Page 45, Art. 100	Navy Department, master of vessel, and one to retain.
Do	do	Inspection on transfer of command, (triplicate.)	Page 48, Art. 118	Navy Department, and one to each Commanding Officer.

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Do	do	Inventory of property taken from a prize, (duplicate.)	Page 135, Art. 3	Navy Department and United States district judge.
Do	do	Report of capture of prize and vessels in signal-distance, (duplicate.)	Page 135, Art. 6	Do.
Do	do	Report of death or disability	App., Form No. 33	Navy Department.
Do	do	Sales of prize-property	Page 135, Art. 4	United States district judge.
Do	do	Log-book and papers of prize-vessels	Page 135, Art. 2	Do.
Do	do	Errors in charts	Page 47, Art. 111	Bureau of Navigation.
Do	do	Detention in port	Page 46, Art. 102	Navy Department or Commander-in-Chief.
Do	do	Grounding of vessels, or injury to hull or spars.	Page 45, Art. 99	Navy Department.
Do	do	Prize-lists	Page 135, Art. 7	Do.
Do	do	Claim for share in prize	Page 135, Art. 7	Navy department and United States district judge.
Do	do	Reports and diagrams of service	Page 47, Art. 110	Navy Department.
Do	On rejoining Commander-in-Chief.	Number of hours under steam and sail	Page 42, Art. 62	Commander-in-Chief or of squadron.
Do	On transferring command.	Qualities, &c., of vessel	Page 48, Art. 117	Navy Department and successor.
Do	End of cruise	Remark book	Page 47, Art. 111	Bureau of Navigation.
Do	do	Men honorably discharged	App., Form No. 16	Navy Department.
Do	do	Log-book and track-charts	Page 59, Art. 9	Bureau of Navigation.
Do	do	Navigator's Book of Calculations	Page 60, Art. 17	Do.
Do	do	Yeoman's abstracts	Page 43, Art. 78	To the bureau concerned.
Do	do	Duplicate reports of injuries	Page 45, Art. 99	Navy Department.
Do	do	Description of battery	Ordnance Instructions, art. 58, 59.	Bureau of Ordnance.
Do	do	Conduct-book	Circular	Bureau of Equipment and Recruiting.
Do	do	Report of boys	App., Form No. 13	Do.
Equipment Officer	Quarterly	Coal-report	Special order, Form No. 28.	Do.
Navigation Officer	Semi-annually	Copy of log-book	Page 59, Art. 9	Bureau of Navigation.
Do	Quarterly	Return of outfit and stores	Blanks furnished by bureau.	Do.
Do	do	Reports of ports visited	Page 59, Art. 10	Do.
Do	When occurring	General transfers of stores	Blanks furnished by bureau.	Do.
Do	Quarterly	Condition of compasses	Navigation circular No. 5, Feb. 16, 1866.	Do.
Signal Officer	do	Return of outfit and stores	Blanks furnished by bureau.	Do.
Do	do	Instruction of officers and men in signaling	do	Do.
Fleet-Surgeons	do	Aggregate of diseases and expenses	Instructions to Surgeons.	Bureau of Medicine and Surgery.
Do	When occurring	Casualties in battle	Page 72, Art. 1	Commander-in-Chief.
Do	When necessary	Health of the fleet	Page 72, Art. 1	Bureau of Medicine.
Surgeons	Quarterly	Report of sick	Instructions to Surgeons.	Do.
Do	do	Bills of articles procured	do	Do.
Do	do	Return of outfit, stores, &c	do	

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Returns and reports to be made from sea-going vessels—Continued.

By whom sent.	When to be sent	Subject.	Reference.	To whom sent.
Surgeons	Before sailing	Receipt of public property	Instructions to Surgeons.	Bureau of Medicine.
Do	When occurring	Casualties in battle, (duplicate)	Page 73, Art. 12	Command'g Officer and Fleet-Surgeon.
Do	do	Report of death	App., Form No. 35	Commanding Officer.
Do	do	Report of disability	App., Form No. 36	Do.
Do	End of cruise	All public property on hand, with aggregate receipts and expenditures.	Instructions to Surgeons.	Bureau of Medicine and Surgery.
Do	do	Surgeon's register	do	Do.
Do	do	Journal of practice	do	Do.
Fleet-Engineer	As required	Reports of machinery	Page 67, Art. 1	Commander-in-Chief.
Chief Engineer	Quarterly	Condition of steam machinery and boilers	Page 70, Art. 24	Navy Department—Bureau of Steam Engineering.
Do	do	Synopsis of steam-log and report	App., Form No. 2	Do.
Paymaster	Quarterly	Final returns of provisions, clothing, small stores, and contingent, with vouchers.	Instructions to Paymasters.	Bureau of Provisions and Clothing.
Do	do	Aggregate amount of clothing expended	do	Do.
Do	do	Pay and receipt rolls and account-current, with vouchers.	do	Do.
Do	do	Articles condemned by board	do	Commanding Officer.
Do	do	Expenditures of money, clothing, and small stores.	do	Fleet-Paymaster.
Do	do	Abstract of vouchers and triplicate vouchers.	Instructions to Paymasters.	To the bureau concerned.
Do	do	Number and rating of crews	App., Form No. 20	Commander-in-Chief.
Do	Monthly	Expenditure of provisions	Instructions to Paymasters.	Commanding Officer.
Do	do	Summary statement	Page 112, Art. 2	Fourth Auditor.
Do	do	do		Bureau of Provisions and Clothing.
Do	When occurring	Allotments in duplicate	Page 124, Art. 1	Fourth Auditor.
Marine Officer	Quarterly	Accounts-current, arms, and accouterments.		Quartermaster Marine Corps.
Do	do	Accounts-current, clothing		Do.
Do	do	Receipt-roll for issues		Do.
Do	Monthly	Muster-roll of guard		Adjutant of Marine Corps.
Chaplain	Quarterly	Duties performed	Page 80, Art. 6	Commanding Officer.
Do	End of cruise	do	Page 80, Art. 6	Do.

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Reports and returns from shore-stations.

[The Commanding Officers of stations and navy-yards will see that the following returns are made.]

By whom sent.	When to be sent.	Subject.	Reference.	To whom sent.
Commandant	Semi-annually	Record of apprentices	Instructions from bureaus.	To the bureau concerned.
Do	Monthly	Officers attached to station	Instructions from Bureau of Yards and Docks.	Bureau of Yards and Docks and Office of Detail.
Do	do	Vessels repairing or fitting for sea	Page 142, Art. 14	Navy Department.
Do	do	Punishment of officers	Page 87, Art. 53	Do.
Do	do	List of bills approved	Yards and Docks	Bureau of Yards and Docks.
Do	Semi-monthly	Inspecting Engineer's report on machinery	Instructions Bureau Steam-Engineering.	Bureau of Steam Engineering.
Do	Before sailing of vessel.	Inspection of outfit	Ordnance Instructions	Bureau of Ordnance.
Do	do	Plans of stowage, &c	Page 144, Art. 27	Commander of vessel.
Do	do	Plans of stowage of magazines and shell-rooms.	Instructions from bureau.	Bureau of Ordnance.
Do	When held	Survey of vessels for repairs	Page 142, Art. 19	Bureau of Construction and Repairs.
Do	do	Survey of a recruit	Page 161, Art. 2	Bureau of Equipment and Recruiting.
Do	do	Survey for pension	Page 125, Art. 3	Bureau of Medicine and Surgery.
Do	When completed	Cost of building, &c	Page 144, Art. 29	To the bureau concerned.
Do	End of cruise	Ordnance ledger, invoice and expenditure book, and survey.	Ordnance Instructions	Bureau of Ordnance.
Do	When occurring	When vessels are received for repairs, when finished, &c.	Page 143, Art. 20	Bureau of Construction and Repairs.
Do	do	Arrival and departure of all vessels	Page 143, Art. 24	Navy Department.
Do	do	Report when rejected stores are not removed from yard within forty-eight hours.	Page 156, Art. 1	To the bureau concerned.
Do	When necessary	Changes recommended in vessels	Page 145, Art. 38	Do.
Captain of yard, Naval Constructor, Chief Engineer.	When occurring	Vessels cleaned from chips, &c., before stowage.	Page 143, Art. 26	Commandant.
Officers in charge of Department.	Monthly	Pay-rolls, (duplicate)	Page 150, Art. 3	Commandant and bureau concerned.
Do	Daily	Work done for other departments	Page 150, Art. 2	Officer in charge of that department.
Officers in charge of stores.	Quarterly	Excess of cost of stores over contract-price.	Page 148, Art. 17	To the bureau concerned.
Do	Monthly	Stores on hand, receipts, and expenditures.	Instructions from bureaus.	Do.
Do	When occurring	Condemned articles and auction-sales	Page 149, Arts. 22, 23	Do.
Inspector of Ordnance	Annually	Inventory of stores on hand	Ordnance Instructions	Bureau of Ordnance.
Do	Monthly	Work performed for ordnance purposes	do	Do.
Do	do	Inspection of articles purchased	do	Do.
Do	do	Ordnance-returns	do	Do.

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Reports and returns from shore-stations—Continued.

By whom sent.	When to be sent.	Subject.	Reference.	To whom sent.
Inspector of Ordnance	Weekly	Ordnance-returns	Ordnance Instructions	Bureau of Ordnance.
Do	Weekly	Inspection of magazines	do	Do.
Do	When vessel is fitting out.	Invoice of ordnance-stores, ordnance-returns, descriptive list of battery, and endurance of guns.	do	Do.
Navigation-Officer	Monthly	Navigation-stores on hand, received, and expended.	Instructions from bureau.	Bureau of Navigation.
Do	do	Receipts for stores issued	do	Do.
Do	do	Summary of expenditures	do	Do.
Do	do	Copy of monthly pay-roll	Page 150, Art. 3	Do.
Do	do	Transfer accounts	Instructions from bureau.	Do.
Do	When shipped	Invoice of navigation-stores	do	Do.
Do	When vessel is fitting out.	Examination of compasses	Page 149, Art. 28	Do.
Do	do	Requisition for outfit	Page 149, Art. 25	Do.
Do	When vessel is fitted out.	Invoice of outfit	do	Do.
Do	When vessel is put out of commission.	Report of general survey, with ship's ledger, receipt, and expenditure book.	Instructions from bureau.	Do.
Chief Engineer	Annually	Engines and boilers made and repaired	Page 151, Art. 7	Commandant.
Do	Quarterly	Chief Engineer's returns	Instructions from bureau.	Bureau of Steam-Engineering.
Do	do	Inspection of steam-generators in navy-yards.	Page 151, Art. 8	Commandant.
Do	Monthly	Work performed	Instructions from bureau.	Bureau of Steam-Engineering.
Do	do	Condition of engines and boilers	Page 15, Art. 11	Commandant.
Do	Semi-monthly	Expenditure of labor and materials	Page 150, Art. 5	Do.
Surgeon	Quarterly	List of patients subsisted at hospital	Instructions to Surgeons.	Bureau of Provisions and Clothing.
Do	do	Abstract of patients, (at hospitals)	do	Bureau of Medicine and Surgery.
Do	do	Bills of articles procured	do	Do.
Do	do	Report of sick	Page 154, Art. 4	Do.
Do	When occurring	Report of physical condition of a person for appointment in the Navy.	App., Form No. 33, and Page 154, Art. 5.	Commandant.
Surgeon at hospitals	Weekly	Report of sick	Instructions from bureau.	Do.
Do	do	Report of beds	do	Bureau of Medicine and Surgery.
Surgeon	Daily	Sick-list	Page 154, Art. 4	Commandant. Marines to senior Marine-Officer.
Do	When held	Inspection of recruits	Page 154, Art. 5	Commandant.
Surgeon at hospitals	When occurring	Expiration of enlistment while at hospitals	Instructions from bureau.	Do.

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Do	do	Report of death and order for board in relation to pension.	App., Form No. 30	Do.
Do	do	Chronic disorders	Page 154, Art. 1	Do.
Do	do	Men ready for removal after the sailing of their ship.	Page 155, Art. 4	Do.
Do	do	Application for disability-survey	App., Form No. 37	Do.
Pay-Inspector in charge	Quarterly	Inspector's returns	Instructions from bureau.	Bureau of Provisions and Clothing.
Do	Monthly	do	do	Do.
Do	do	Abstract of all transactions	do	To the bureau concerned.
Do	Weekly	Inspector's returns	do	Bureau of Provisions and Clothing.
Paymaster	Quarterly	Pay and receipt rolls and vouchers	do	Fourth Auditor.
Do	do	Account-current and vouchers	do	Do.
Do	do	Account-current, no vouchers	do	Paymaster-General.
Do	Monthly	Requisitions for funds	Instructions from bureau, Page 155, Art. 3.	Department and bureaus.
Do	do	Summary statement of receipts and expenditures.	do	Fourth Auditor.
Do	do	do	Instructions from bureau, Page 156, Art. 5.	Navy Department.
Do	do	Statement of money on hand	Instructions from bureau.	Paymaster-General.
Do	do	Estimate of money required	Instructions Bureau of Const'n and Repair.	Bureau of Construction and Repairs.
Do	Weekly	Statement of money on hand	Instructions from bureau.	Paymaster-General.
Purchasing Agent	Quarterly	Purchases on deficient contracts	Page 157, Art 3	To the bureau concerned.
Do	Monthly	Abstract of money received, expended, and remaining.	Page 158, Art. 13	Navy Department.
Naval Constructor	Annually	Report of estimates, plans, expenditures, and vessels built or repaired.	Page 153, Art. 3	Commandant.
Do	Monthly	Dock-report	Instructions from bureau.	Bureau of Construction and Repairs.
Do	do	Condition of vessels on stocks	Page 153, Art. 11	Do.
Do	Semi-monthly	Expenditure of labor and materials	Page 153, Art. 10	Do.
Do	When occurring	Defects in vessels	Page 152, Art. 2	Commandant.
Do	do	Bills for materials, schedules for advertisements, cost of building and repairing vessels.	do	Commandant for Bureau of Construction and Repairs.
Do	do	List of men to be employed or discharged	Page 153, Art. 5	Commandant.
Civil Engineer	Annually	Report of estimates, plans, and expenditures; condition of all works of improvement.	Page 151, Art. 3	Bureau of Yards and Docks.
Do	Monthly	Report of expenditures	Page 152, Art. 6	Do.
Do	Semi-monthly	do	do	Do.
Do	do	Progress of work	Page 152, Art. 9	Commandant.
Do	Daily	Number and rate of persons required for work.	Page 152, Art. 4	Do.
Do	When necessary	Plans and estimates, bills, schedules, &c.	Page 151, Art. 2	Bureau of Yards and Docks.

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Report and returns from shore-stations—Continued.

By whom sent.	Where to be sent.	Subject.	Reference.	To whom sent.
Recruiting-Officer	Weekly	Enlistment-returns, (duplicate)	App., Form No. 23	Bureau of Equipment and Recruiting and commandant.
Do	do	Money on hand, (duplicate)	Page 165, Art 20	Do.
Do	do	Shipping-articles		Bureau of Equipment and Recruiting.
Do	do	Abstract of enlistments	App., Form No. 22	Commandant.
Commanding Officer receiving-ship.	Monthly	Report of exercises of recruits	App., Form No. 27	Bureau of Equipment and Recruiting.
Do	Quarterly	Ordnance-returns	Ordnance Instructions	Bureau of Ordnance.
Do	Weekly	Report of recruits available, detailed, &c.	App., Form No. 24	Bureau of Equipment and Recruiting.
Do	do	Recruits, prize-crews, paroled prisoners, &c., on board.	App., Form No. 25	Do.
Do	Daily	Report of recruits	App., Form No. 26	Commandant.
Inspector of timber	Annually	Timber on hand	Instructions Bureau of Const'n and Repair.	Bureau of Construction and Repairs.
Store-Clerk	do	Stores on hand, receipts, and expenditures	do	Do.
Do	Semi-annually	Statement of transfers	Instructions from bureaus.	To the bureau concerned.
Do	Quarterly	Sales of condemned wood and chips	Instructions Bureau of Const'n and Repair.	Bureau of Construction and Repairs.
Foreman	Daily	Labor performed, (duplicate)	Page 159, Art. 3	Head of department and clerk to Commandant.
Do	do	Expenditure of labor and material	Page 159, Art. 7	Head of Department.
Do	Semi-monthly	do	do	Do.
Do	Monthly	do	do	Do.
Time-Clerks	do	Pay-rolls for workmen	Page 160, Art. 4	To the bureau concerned.
Do	Semi-monthly	do	do	Paymaster of yard.
Commanding Officer of training-ships.	Quarterly	Progress, standing, aptitude, conduct, &c	App., Form No. 14	Bureau of Equipment and Recruiting.
Do	Monthly	Shipping-articles, (duplicate)	Special order and App., Form No. 8	Bureau of Equipment and Recruiting; duplicate retained on board.
Do	Weekly	Enlistment-returns	App., Form No. 23	Bureau of Equipment and Recruiting.
Do	do	Parents or guardians consent to enlistment, (duplicate)	Special order	Bureau of Equipment and Recruiting; duplicate retained on board.
Do	do	Report of changes and of boys available for transfer.	do	Bureau of Equipment and Recruiting.
Do	When occurring	Certificate of character and qualifications of boys transferred, (duplicate.)	do	Sent with boy; other to Bureau of Equipment and Recruiting.
Do	Quarterly	Ordnance-returns	Ordnance Instructions	Bureau of Ordnance.

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FORM NO. 1.

(G. 2.)

——————————— Station.
U. S. S. ——————————————

COMPLEMENT.

Crew	
Marines ..... music	
Officers	
Total	

A report of the sailing and other qualities of this ——————————, ascertained under various circumstances and from strict observation, between the ———— day of ——————, 187——, and the ———— day of ——————, 187——.

		Feet.	Inches.	Height of midship-port from water.	
				Feet.	Inches.
The draught of water found, on trial, to be her best sailing trim, with ———— weeks' provisions and stores, and ———— tons of coal on board.	Forward				
	Aft				
The draught of water found, on trial, to be her best sailing trim, with as much provisions, coal, and stores on board as she can conveniently stow.	Forward				
	Aft				

The rake of her masts from a perpendicular ..... { Foremast .... / Mainmast .... / Mizzenmast .. } in 6 feet { ..... / ..... / ..... } inches.

		Tons.
The quantity of iron ballast on board, and where stowed		
The quantity of water she stows, excluding the weight of tanks ...	In iron tanks	
	In casks	
The quantity of coals, (for steaming,) she stows	In bunkers	
	In other places	

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				Feet.	Inches.
Foreign service.	With as much stores and provisions on board as she can conveniently stow.	Draught of water..	Forward...		
			Aft.....		
		Height of port.....	Foremost..		
			Midship...		
			Aftermost.		
How many days' consumption of the following articles can she conveniently stow for her complement of men.			Provisions.		
			Bread.....		
			Water.....		
			Fuel.....		

How armed.

Decks.	Description of guns.	Number.	Caliber.	Weight.			Length.	
				Cwt.	Qrs.	Lbs.	Feet.	Inches.

		Degrees.	Force of wind.	
	1. Does she ride easy at her anchors?.....			1.
Inclination of ship.	2. Under storm stay-sails or try-sails			2.
	3. Under storm stay-sails and main-top sail ..			3.
	4. Under storm stay-sails and main-top sail and reefed fore-sail.....			4.
	5. Under close-reefed top-sails and courses...			5.
	6. Under treble-reefed top-sails and courses..			6.
	7. Under double-reefed top-sails and courses .			7.
	8. Under all sails, except royals.....			8.
	9. Under all sails, except when just able to carry royals?.....			9.
	10. How does she carry her lee-ports?.....			10.
	11. Does she roll easy or uneasy in the trough of the sea?.....			11.
Stating circumstances of wind and sea.	12. Angle of roll to windward,——; do. to leeward, ——; number of oscillations per minute——...			12.
	13. Angle of pitching,——; angle of sending,——; number of oscillations per minute——.....			13.
How does she in general carry her helm by the wind?	14. With all sails set.....			14.
	15. With treble-reefed top-sails and courses.			15.

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			Under sail alone.	Under steam and sail.
How does she steer off the wind?		16. Under sail alone	16.	
		17. Under steam and sail combined	17.	
18. How does she stay, and in what time under different circumstances of wind, &c.?			18.	
20. How does she wear, and in what time?			20.	
22. Is she weatherly or leewardly, compared with other ships in moderate weather, or in strong winds?			22.	
24. How does she behave lying to? Describe sail			24.	
			Knots.	*Knots.*
She has run per hour by the log, or by known or calculated distance with as much wind as she could safely carry sail to.	Close-hauled with smooth water.	25. Under whole or single-reefed top-sails and top-gallant sails	25.	
		26. Under double-reefed top-sails	26.	
	Close-hauled with a head sea.	27. Under double-reefed top-sails and top-gallant sails	27.	
		28. Under close-reefed top-sails and courses	28.	
	Wind on the beam	29. Under close-reefed top-sails and courses	29.	
		30. Under treble-reefed top-sails and courses	30.	
		31. Under double-reefed top-sails and top-gallant sails	31.	
		32. In moderate weather unable to carry royals	32.	
	Wind on the quarter	33. In moderate weather with all sails set	33.	
		34. In a gale	34.	
		35. Under double-reefed top-sails, top-gallant sails, and studding-sails	35.	
		36. In moderate weather, with royals and studding-sails	36.	
	Before the wind	37. In a gale	37.	
		38. In moderate weather, with all sails set	38.	
39. How does she send in a heavy gale?			39.	
40. What is her best point of sailing?			40.	
41. Comparative rate of sailing with other ships			41.	
42. Comparative speed under steam and sails with other ships			42.	
43. Is she, generally speaking, a well-built and strong ship, or does she show any symptoms of weakness?			43.	
44. Has the ship been ashore, or has she struck the ground at any time during the period of this report?			44.	
45. If she has, mention the time and place, and the date of the report of the circumstances, and to whom the report was made			45.	
46. Have any particular circumstances occurred likely to affect the copper, such as getting ashore, and on what stations has the ship been employed since last coppered?			46.	

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47. If the ship be of iron, state the material with which she has been coated, how long it has been on, the state of the bottom, and the captain's opinion of the material used ..... 47.

48. Have any storms of lightning been experienced? If so, state full particulars thereof ..... 48.

49. Remarks, stating the grounds for such of the present answers as differ from those in the last report, and any additional observations on the qualities of the ship ..... 49.

Dated the _____ of _____, 187—.

_____

Commanding.

To

_____

Chief of Bureau of Construction and Repair.

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FORM No. 2.

Synopsis of the steam-log of the United States steamer ——, during the three

	ENGINES.													TIME.		REVOLUTIONS.	
								Mean temperatures in degrees Fahrenheit.									
Kind of engine.	Number of cylinders.	Diameter of cylinder in inches.	Stroke of piston, in feet.	Mean point of cutting off the steam, from commencement of stroke of piston, in inches.	Mean number of holes of throttle-valve open.	Mean vacuum in condensers, in inches of mercury.	Mean steam-pressure in boilers, in pounds, per square inch above the atmosphere.	Of engine-room.	On deck.	Of injection-water.	Of discharge-water.	Of feed-water.	Total time the fires were lighted, in hours and minutes.	Total time the engines were in operation, in hours and minutes.	Total number.	Mean number per minute.

Approved, —— ——,
Commanding.

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FORM No. 2.

months ending ——, 18—, the vessel during that period being employed ——.

SPEED.	Total number of knots.	
	Mean number of knots per hour.	
COAL.	Total weight of coal consumed, in tons of 2,240 pounds.	
	Total weight of refuse from coal, in tons of 2,240 pounds.	
	Total weight of coal consumed while the engines were in operation, in tons of 2,240 pounds.	
	Mean number of pounds of coal consumed per hour while the engines were in operation.	
STORES.	Total number of gallons of oil consumed.	
	Total number of pounds of tallow consumed.	
	Total number of pounds of wiping-stuff consumed.	
DRAUGHT OF WATER.	Greatest draught, forward and aft, in feet and inches.	
	Least draught, forward and aft, in feet and inches.	
	Average draught for the whole steaming, in feet and inches.	
PADDLE-WHEEL.	Diameter to outside of paddles, in feet and inches.	
	Number of paddles in each wheel.	
	Length of each paddle, in feet and inches.	
	Breadth of each paddle, in inches.	
	Deepest immersion of lower edge of paddle, in feet and inches, when the vessel is at the average draught for the whole steaming.	
SCREW.	Multiple of gearing.	
	Diameter, in feet and inches.	
	Pitch, (mean,) in feet and inches.	

——
Chief Engineer.

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FORM No. 3.

Register of orders given, or of letters written, and of reports or letters received.

(For Commander-in-Chief, Chief of Staff, or principal aid.)

When.				Where, or place at noon.	Substance of orders or letters received.	Substance of orders given and of letters written.	From whom or to whom.	Remarks.
Year.	Month.	Day.	Hour.					

FORM No. 4.

Register of signals.

(For Commander-in-Chief, Chief of Staff, or principal aid.)

When.				Where, or place at noon.	Signal Nos. made from the ship.	Signal Nos. made by other vessels.	From what vessel.	To what vessel.	Remarks.
Year.	Month.	Day.	Hour.						

FORM No. 5.

Quarterly return of punishments on board the U. S. S. ——, *from* —— *to* ——, 18—.

Names.	Rating.	Offense.	Punishment, its mode and duration.	Remarks.

——, ——,
Commanding.

To be sent in duplicate to Commander-in-Chief, who will forward one copy to the Department.

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FORM No. 6.

U. S. S. ——, *at* ——. *Date* ——. } *List of men, &c., belonging to this vessel sick at hospital, and who are not likely to return on board before the sailing of the vessel.*

Name.	Rating.	Disease.	When and to whom the necessary papers have been sent.

—— ——, *Commanding.*
—— ——, *Surgeon.*

FORM No. 7.

Passengers.

List of officers or others about to sail as passengers in the U. S. S. ——, *dated at* ——, *the* —— *day of* ——, 18—.

Name.	Rank.	To join what ship, &c.	Remarks.

—— ——, *Commanding.*

Form No. 7 will be considered as also applying to passengers arriving in the United States.

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FORM No. 8.

SHIPPING-ARTICLES FOR THE NAVAL SERVICE, FOR PERSONS ENLISTING ON SEA-GOING VESSELS.

We, the subscribers, seamen and others, do, and each of us does, hereby agree to and with ——— ———, of the United States Navy, in manner and form following, that is to say:

In the first place, we do hereby agree, for the considerations hereinafter mentioned, to enter the service of the Navy of the United States, and in due and seasonable time to repair on board such vessel of the Navy or to such station as we may be ordered to join, and to the utmost of our power and ability, respectively, discharge our several services or duties, and be in everything conformable and obedient to the several requirings and lawful commands of the officers who may, from time to time, be placed over us.

Secondly, we do also oblige and subject ourselves to serve during the term of ——— years from the time of enlistment, unless discharged by proper authority, and on the conditions provided by the act of Congress "to amend section 1422 of the Revised Statutes of the United States relating to the better government of the Navy," approved March 3, 1875, in the following words, to wit:

"SEC. 1422. That it shall be the duty of the Commanding Officer of any fleet, squadron, or vessel acting singly, when on service, to send to an Atlantic or to a Pacific port of the United States, as their enlistment may have occurred on either the Atlantic or Pacific coast of the United States, in some public or other vessel, all Petty Officers and persons of inferior ratings desiring to go there at the expiration of their terms of enlistment, or as soon thereafter as may be, unless, in his opinion, the detention of such persons for a longer period should be essential to the public interests, in which case he may detain them, or any of them, until the vessel to which they belong shall return to such Atlantic or Pacific port. All persons enlisted without the limits of the United States may be discharged on the expiration of their enlistment, either in a foreign port or in a port of the United States, or they may be detained as above provided beyond the term of their enlistment; and that all persons sent home, or detained by a Commanding Officer, according to the provisions of this act, shall be subject in all respects to the laws and regulations for the government of the Navy until their return to an Atlantic or Pacific port and their regular discharge; and all persons so detained by such officer, or re-entering to serve until the return to an Atlantic or Pacific port of the vessel to which they belong, shall in no case be held in service more than thirty days after their arrival in said port; and that all persons who shall be so detained beyond their terms of enlistment, or who shall, after the termination of their enlistment, voluntarily re-enter to serve until the return to an Atlantic or Pacific port of the vessel to which they belong, and their regular discharge therefrom, shall receive for the time during which they are so detained, or shall so serve beyond their original terms of enlistment, an addition of one-fourth of their former pay: *Provided*, That the shipping-articles shall hereafter contain the substance of this section."

And we do, severally, oblige ourselves, during such service, to comply with and be subject to such laws, regulations, and discipline of the Navy as are or shall be established by the Congress of the United States or other competent authority.

Thirdly, the said ———, for and in behalf of the United States, does hereby covenant and agree to and with the said seamen, and others, who have hereunto signed their names, that they, and each of them, shall be paid, in consideration of such services, the amount per month which, in the column hereunto annexed, headed "Wages per month," is set opposite to their names, respectively, or the wages due to the ratings which may, from time to time, be assigned to them during the continuance of their service aforesaid; and likewise to advance to each and every one of them, at entrance, due security for the same being first given, the amounts set opposite their respective names in the columns headed "Wages advanced," and "Bounty paid;" the receipt of all which they do hereby severally acknowledge.

☞ Seamen and ordinary seamen enlisted for the Engineer's force, when serving on board of sea-going vessels in commission, are to be rated as first and second class firemen, respectively, and are to be paid at the rates of pay established for those ratings. The coal-heavers are to be detailed from the landsmen and paid thirty-three (33) cents per diem, in addition to their regular pay, when steam is up.

Men enlisting under continuous-service certificates will be entitled to receive one dollar per month, in addition to the pay of their respective ratings, for each consecutive re-enlistment for three years, within three months from the date of their discharge.

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Term of enlistment.	DATE OF ENLISTMENT.			Signature of recruit in his own handwriting.	Name of recruit written by the officer.	Note if under continuous service certificate within three months from date of discharge.	Rating.	Note if for duty in the Engineer's force.	Wages per month.	Wages advanced.	Bounty paid.	Signatures of sureties for wages advanced and for bounty paid.	Witness to the signature of the recruit.
	Year.	Month.	Day.										

DIRECTIONS TO BE STRICTLY OBSERVED BY THE COMMANDING OFFICER.

These shipping-articles are to be signed in duplicate by each recruit and the Commanding Officer—the original to be forwarded on the first day of each and every January, April, July, and October, and at the end of a cruise, to the Bureau of Equipment and Recruiting of the Navy Department, and the duplicate kept among the records of the vessel for reference. No sheet is to contain more names than the number of lines ruled on it. The recruit must sign his own name if he can write at all, and the term for which he is enlisted must be entered in words and not in figures, in each case. The name of the vessel, with the date, (day, month, and year,) and signature of the Commanding Officer, must always be written correctly and distinctly.

U. S. S. ——————————,

at ——————————.

——————————, *Commanding Officer.*

Forwarded to the Bureau of Equipment and Recruiting by—

——————————.

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FORM No. 9.

Conduct-report of the crew of the U. S. S. ——— for the quarter ending ——— day of ———, 187—.

To be made by the Commanding Officer, and transmitted to the Bureau of Equipment and Recruiting on the 1st of January, April, July, and October of each year. The classification as to the qualities, general appearance, and conduct of the men will be noted as follows, and care must be taken that every column be correctly filled:

0, bad; 1, indifferent; 2, fair; 3, good; 4, very good; 5, excellent.

NAMES. (Alphabetically arranged, without regard to ratings, with the surnames to the left.)	Rating.	Age.	Occupation.	USUAL PLACE OF RESIDENCE.		Previous naval service.	QUALITIES AS MEN-OF-WARS MEN.			GENERAL APPEARANCE.		CONDUCT.		LEAVES OF ABSENCE.		Reasons for not giving liberty.	IN CASE OF PUNISHMENT.			
				City, town, or county.	State.		Seamanship.	Gunnery.	Endurance and skill as firemen.	Neatness of person.	Care of clothing.	Aboard.	Ashore.	Days.	Hours.		Nature of offense.	By whom reported.	Character of punishment.	By whose order punished.

Forwarded:

———————

———————,

Received at the Navy Department, ———.

U. S. S. ———,

at ———, 187—.

———,

Commanding.

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FORM No. 10.

Complete descriptive muster-roll of the crew of the United States ———, on the —— day of ———, 187—.

To be transmitted to the Bureau of Equipment and Recruiting at the commencement and expiration of a cruise; on the 1st of January, April, July, and October; also, when a vessel is put out of commission.

NOTE.—Care must be taken that every column be correctly filled, and that all casualties, transfers, or discharges which have occurred during the quarter, or to date of roll, are duly noted, reporting dates of various changes, where transferred, &c. The names of the men thus reported, including appointed Petty Officers, to be entered in common with those remaining on board. If the information required by the printed headings cannot be otherwise obtained, obtain it from the men themselves, making notes showing the portions thus obtained in the column for remarks. Commanding Officers will note against *each name* "yes" or "no," as the man may or may not be recommended for honorable discharge, and will forward to the Bureau of Equipment and Recruiting, upon arrival at a port within the United States, a separate list, showing the names and ratings of the men thus recommended, before discharging them from the service. The men holding continuous-service certificates are to be designated by the numbers of their respective certificates in the column provided for the purpose. Commanding Officers are requested to keep themselves supplied with blanks by application to the Bureau of Equipment and Recruiting.

Ship's No.	No. of C. S. C.	Entitled to honorable discharge or not.	Names. (Alphabetically arranged, without regard to ratings, with the surnames to the left.)	Rating.	DATE OF ENLISTMENT.			Where enlisted.	Term of enlistment.	Place or vessel from which received.	When received on board.	WHERE BORN.		PERSONAL DESCRIPTION.							T. Dis. R. D. D.	Remarks. Date of transfer, discharge, desertion, or death. Where discharged, &c. To what vessel or station transferred.
					Year.	Month.	Day.					City, town, or county.	State.	Age. Years.	Occupation.	Eyes.	Hair.	Complexion.	Height. Feet.	Height. In.		

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RECAPITULATION OF CREW REMAINING ON BOARD AT DATE OF MUSTER-ROLL.

Petty Officers		Seamen, (extra)	
Rated men, (not Petty Officers)		Ordinary Seamen, (extra)	
Seamen		Landsmen, (extra)	
Ordinary Seamen		Firemen	
Landsmen		Coal-heavers	
Boys			
Boys enlisted under circular of April 8, 1875		Total	
Musicians			

U. S. S. ———, at ———, 187—.

ertified to be correct, and that all casualties, &c., that have occurred since the date of last muster-roll, are duly noted.

———,
Commanding.

Received at the Navy Department — ———.

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FORM No. 11.

TRANSCRIPT LIST.

UNITED STATES NAVAL RENDEZVOUS,
——— ———, 187—.

Name .....
Year, month, and day of enlistment .....
Term or period for which enlisted .....
Whether enlisted for general or special service .....
Date of honorable discharge under which re-enlisted .....
Name of vessel from which such honorable discharge was received .....
Rating held, as expressed on such honorable discharge .....
Rating under present enlistment .....
Wages per month under present enlistment .....
Wages advanced .....
Bounty paid .....
Name of surety, (if any) .....

NOTE.—If sent from a rendezvous, it is to be signed by the Commanding Officer; but if sent from a receiving or other vessel, it is to be signed by the Paymaster and the Commanding Officer.

FORM No. 12.

DESCRIPTIVE LIST.

UNITED STATES ————, ————, 187—.

Name .....
Previous naval service, and capacity when last discharged .....
Place of birth .....
Age .....
Trade or occupation .....
Color of eyes .....
Color of hair .....
Complexion .....
Height .....
Permanent scars or marks about person .....

NOTE.—If sent from a rendezvous, it is to be signed by the Commanding Officer; but if sent from a receiving or other vessel, it is to be signed by the Executive and the Commanding Officer.

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FORM No. 13.

Report of boys (enlisted to serve until 21 years of age) belonging to the U. S. S. ——, upon the termination of the cruise, ——, 187—.

Name.	Rate.	Date of enlistment.	Date of expiration of service.	State whether deserving of special commendation.	Particular qualifications of those deserving special commendation.	Remarks.

U. S. S. ——, ——, 187—.

——,
Commanding.

Forwarded to the Bureau of Equipment and Recruiting.

——,
Commandant.

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FORM No. 14.

Report of the progress, standing, aptitude, conduct, &c., of the boys on board of the U. S. S. ——, for the quarter ending ——, 187—.

SCALE OF MERIT—0, Bad; 1, Indifferent; 2, Fair; 3, Good; 4, Very good; 5, Excellent. The marks between 1 and 4 may admit of expansion, expressed in decimals.

No.	Name.	Rating.	Enlisted.		Expiration of enlistment.			Received on board.		Class.	Seamanship.	Gunnery.	Studies.	Signals.	Aptitude for the service.	Abilities.	Conduct.	Average standing.	Number of times reported for misconduct.	Punishments inflicted.	Remarks.
			When.	Where.	Day.	Month.	Year.	From what vessel.	When.												

U. S. S. ——, ——, 187—.

Approved, and forwarded to the Bureau of Equipment and Recruiting.

——, ——,
Commanding.

——, ——,
——, ——,
——, ——, } *Examining Board*

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FORM No. 15.

Report of men belonging to the U. S. S. ——, enlisted for three years, who are about to be discharged, and desire to receive continuous-service certificates.

Ship's No.	Names.	Rating.	Enlisted.		Date of birth.	Usual place of residence.		State whether recommended for honorable discharge.
			When.	Where.		City or town.	State.	

Forwarded to Bureau of Equipment and Recruiting.

U. S. S. ——, ——, 187—.

——, ——,
Commandant.

——, ——,
Commanding Officer.

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FORM No. 16.

List and description of men honorably discharged from the U. S. S. ——— 187—.

Ship's No.	No. of C. S. certif.	Names.	Rating.	Enlisted.		From what vessel re-i	Where born.		Age.	Eyes.	Hair.	Com-plexion.	Height.		Permanent marks, &c.	Date of dis-charge.
				When.	Where.		City or county.	State.					Feet.	In.		

U. S. S. ———,

——— ———, 187—.

——— ———

——— *Commanding.*

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FORM No. 17.

Description of deserters and men absent without leave from the U. S. S. ————, ——, 187—.

Names.	Rating.	Enlisted.		Where born.	Age.	Eyes.	Hair.	Complexion.	Height.		Permanent marks, &c.	Date of desertion.	Where deserted.	Reward offered.	State of account.		Remarks.
		When.	Where.						Feet.	Inches.					Balance due.	Amount overpaid.	

U. S. S. —— ——.

—— ——, 187—,

—— ——,

—— *Commanding.*

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FORM No. 18.

DISCHARGE.

This is to certify, that No. .....
..... a .....
has this day been discharged from the U. S. .....
and from the naval service.
Dated this.....

Approved:

——— ———
Paymaster.

——— ———
Captain.

Name.	Enlisted.			Where born, and personal description.								
	When.	Term.	Rating.	City, town, or county.	Date.	Age.	Occupation.	Eyes.	Hair.	Complexion.	Height.	
											Ft.	*In.*

FORM No. 19.

HONORABLE DISCHARGE FROM THE UNITED STATES NAVY.

——— ———, 18 —.

This is to certfy that No. .....
..... enlisted ..... 18..,
at ....., for three years; ..... years of age; ..... feet .....
inches high; ..... eyes; ..... hair; .....complexion; has
..... ; born at .....

"As a testimonial of fidelity and obedience," is this day "honorably discharged" from the United States ..... and from the naval service of the United States. Now, according to the provisions of the second section of the act approved March 2, 1855,* if, within three months from this date, the above described .....* shall present this his "Honorable Discharge," at any United States naval rendezvous, and if found physically qualified, and shall re-enlist for three years or longer, then he shall be entitled to pay during the said three months equal to that to which he would have been entitled if he had been employed in actual service.

——— ———, *Paymaster.*

Approved:

——— ———,
Commanding Officer.

* See Revised Statutes of the United States.

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FORM

Quarterly return of the number and rating of the crew of U. S. S. —— for the quarter

(NOTE.—The number and ratings allowed will be noted under the appropriate heading whenever the those marked B, less

Aggregate complement authorized by Navy Department.	
Officers	
Petty Officers	
Rated Men	
Seamen	
Ordinary Seamen .	
Landsmen	
Boys......	
Firemen	
Coal-beavers......	
Seamen, (Eng. f'ce)	
Ordinary Seamen, (Eng. force.)	
Musicians	
Marines	
Total ....A	

Ratings.	Chief Boatswain's Mate	Boatswain's Mate	Seamen Gunners	Chief Gunner's Mate	Gunner's Mates	Chief Quartermaster	Quartermasters	Cockswains	Captains of Forecastle	Captains of Tops	Captains of Afterguard	Quarter-Gunners	Sailmaker's Mates	Captains of Hold	Ship's Cook	Carpenter's Mates	Armorer	Armorer's Mate	Painters, first class	Painters, second class	Baker	Ship's Corporals	Machinists	Boiler-maker	Coppersmith	Carpenters and Calkers	Cooper
No. and ratings allowed by Department. A																											
No. and ratings on board. B																											
Deficiencies in ratings.																											

Total now on board.	
Officers	
Petty Officers	
Rated Men	
Seamen	
Ordinary Seamen .	
Landsmen	
Boys.......	
Firemen	
Coal-heavers......	
Seamen, (Eng. f'ce)	
Ordinary Seamen, (Eng. force.)	
Musicians........	
Marines	
Total.....B	

THE NUMBER WHOSE TERMS OF SERVICE

	Chief Boatswain's Mate	Boatswain's Mate	Seamen Gunners	Chief Gunner's Mate	Gunner's Mates	Chief Quartermaster	Quartermasters	Cockswains	Captains of Forecastle	Captains of Tops	Captains of Afterguard	Quarter-Gunners	Sailmaker's Mates	Captains of Hold	Ship's Cook	Carpenter's Mates	Armorer	Armorer's Mate	Painters, first class	Painters, second class	Baker	Ship's Corporals	Machinists	Boiler-maker	Coppersmith	Carpenters and Calkers	Cooper
January.																											
February.																											
March.																											
April.																											
May.																											
June.																											
July.																											
August.																											
September																											
October.																											
November																											
December.																											
Total																											

Approved:

—— ——,

Commanding U. S. S. ——.

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No. 20.

ending ——— —, 187—, with the number whose terms of service expire in each month.

return is made. The totals marked A should agree, less the number of officers allowed; as also should the officers on board.)

Schoolmaster	Ship's Writer	Printer	Tailor	Nurse	Bugler	Seamen	Ordinary Seamen	Landsmen	Boys	Seamen, (Eng. force)	Ordinary Seamen, (Eng. force)	First-class Firemen	Second-class Firemen	Coal-heavers	Master-at-arms	Yeoman	Apothecary	Paymaster's Yeoman	Cabin Steward	Cabin Cook	Wardroom Steward	Wardroom Cook	Steerage Stewards	Steerage Cooks	Warrant-officers' Steward	Warrant-officers' Cook	Steward to Commander-in-Chief	Cook to Commander-in-Chief	Cockswain to Commander-in-Chief	Seamen to Commander-in-Chief	Ordinary Seamen to Commander-in-Chief	Landsmen to Commander-in-Chief	Master of the Band	First-class Musicians	Second-class Musicians	Orderly Sergeant, (marines)	Sergeants, (marines)	Corporals, (marines)	Musicians, (marines)	Privates, (marines)	Totals

EXPIRE IN EACH MONTH, FOR ONE YEAR FROM DATE.

——— ———,
Paymaster.

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d	Third cutter.		Fourth cutter.		Fire quarters. All ready.		Fire quarters. Secured.		General quarters. All ready for action.		General quarters. Secured.		Remarks.
S.	M.	S.	M.	S.	M.	S.	M.	S.	M.	S.	M.	S.	

_____ _____,

Commanding,

_____ _____.

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FORM No. 22.

Return of persons enlisted at the United States naval rendezvous, ——— ———, during the week ending, at the hour of closing, Saturday, ——— —, 187—.

				White.	Colored.
Seamen					
Ordinary Seamen					
Landsmen					
Machinists					
Boiler-makers					
Coppersmiths					
Seamen, extra					
Ordinary Seamen, extra					
	Class.				
	First.	Second.	Third.		
Musicians					
Boys					
Total					

———— ————,
Commanding Rendezvous.

To ——— ———,
————— ————,
Commanding United States Naval Station.

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FORM

ENLISTMENTS AT

Return of the United States naval rendezvous at ——,

☞ As this sheet will become the Reference-Record at the Navy Department, great care must be taken the number of enlistments exceed the capacity of this sheet, do not paste an addition to

Names of recruits. (In alphabetical order—surnames to the left.)	Enlisted.			Note if for Engineer's force.	State whether for "General Service," "Coast Survey," or "Name of Vessel," if enlisted for cruise.	Bounty.	Note if re-enlisted under *Honorable Discharge* or *Continuous-Service Certificate*, and state the name of ship, rate, and date of discharge under which the re-enlistment is made, and number of continuous-service certificate.	Previous naval service.
	When.	Term.	Rating.					

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No. 23.

———, IN 187—.

for the week ending Saturday, ——— —, 187—.

that the information called for under the several headings is correctly given and plainly written. If the bottom of it, but carry forward to a new sheet, dating and certifying each sheet]

Usual place of residence.		Where born, and personal description.									Permanent marks or scars.
City or town.	State	City, town, or county.	State.	Age.	Occupation.	Eyes	Hair	Complexion.	Height.		
									Feet.	Inches.	

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RECAPITULATION, ETC., 187—.

	Cooks and Stewards.	Seamen.	Ordinary Seamen.	Landsmen.	Boys.	Seamen, extra.	Ord. sea., extra.	Firemen.	Coal-heavers.	Machinists, B. makers, C. smiths.	Musicians.	Total.
Shipped this week, ending Saturday. ——, 187–, for General Service or cruise of vessels												
Shipped this week, ending Saturday. ——, 187–, for Coast Survey												
Whole number of enlistments at this rendezvous since 1st day of January, 187–, (including the above)												
Total number of re-enlistments under "Honorable Discharge," (act of 2d March, 1855,) since 1st day of January, 187–												

Failed to appear on the receiving-ship—enlistment not perfected.					Rejected at receiving-ship.					
Names. (In alphabetical order—surnames to the left.)	Rating.	Date of enlistment.	Where born.	Age.	Names. (In alphabetical orde —surnames to the left.)	Rating.	Date of rejection.	Date of enlistment.	Where born.	Age.

UNITED STATES RENDEZVOUS, ———, ———, 187—.

I certify that I have carefully examined the Recruits agreeably to the Regulations of the Navy, and find that, in my opinion, they are free from all bodily defects and mental infirmity which would in any way disqualify them from performing the duties for which they are intended.

———, *Examining-Surgeon.*

I certify that this return shows the names of all persons who have enlisted at this rendezvous for the week ending at the date hereof; also the names of such as have failed to appear at the receiving-ship to perfect their enlistment, or who have been rejected at the receiving-ship; that I did inspect the Recruits previously to enlistment, and that they were not intoxicated when enlisted; that, to the best of my judgment and belief, they were of lawful age, or, being minors, had lawful consent; and that in accepting them I have strictly observed the Regulations which govern the Recruiting-Service.

———, *Recruiting-Officer.*

Forwarded by—

———, *Commandant.*

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FORM

RETURN OF THE RECEIVING-

☞ As this sheet will become the Reference Record of the Navy Department, great care must be taken
na nes must be alphabetically arranged, surnames to the left, and they must exactly correspond with
correctly stated.

Return of Recruits on board the United States receiving-ship

Whole number of Recruits on board at this date.....
Number unfit for duty.....
Exact number of each grade available for general service at this date, and ready for immediate transfer
Exact number of each grade available for Coast Survey, or duty other than "General Service".....

DEATHS.

Names.	Date of death.	What disease or accident.	Where deceased.	Latest service, &c.

DISCHARGES.

Names.	Date of discharge.	Cause. (Expiration of term, disability, own request, in disgrace, or otherwise.)	Latest service, &c.

DESERTIONS.

Names.	Date of desertion.	From what ship or duty.	Latest service, &c.

DESERTERS APPREHENDED OR SURRENDERED.

Names.	Date of arrest.	Date of surrender.	By whom arrested.	Whence deserted.

I certify that this return shows all the changes of Recruits that have occurred on board this receiving-
week ending at

Forwarded by
——— ———, *Commandant.*

To the CHIEF OF THE BUREAU OF EQUIPMENT AND RECRUITING.

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No. 24.

SHIP AT ——— ———, IN 187—.

that the information called for under the several headings is correctly given and plainly written. The those given at the rendezvous. Dates of enlistment must, in each and every case, be distinctly and

———, *at* ———, *for the week ending Saturday,* ———, 187—.

Petty Officers.	Musicians.	Firemen.	Coal-heavers.	Seamen	Ord. Seamen.	Landsmen.	Apprentices.	Boys.	Total.

DEATHS.

Enlistment.			Where born.		Age.
When.	Where.	Rating.	City, town, or county.	State.	

DISCHARGES.

Enlistment.			Where born.		Age.
When.	Where.	Rating.	City, town, or county.	State.	

DESERTIONS.

Enlistment.			Where born.		Age.
When.	Where.	Rating.	City, town, or county.	State.	

DESERTERS APPREHENDED OR SURRENDERED.

Enlistment.			Where born.		Age.
When.	Where.	Rating.	City, town, or county.	State.	

ship, whether by deaths, desertions, discharges, apprehensions, surrenders, or transfers, during the the date hereof.

———— ————, *Paymaster.*
———— ————, *Commanding Officer.*

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LIST OF TRANSFERS, 187—.

☞ When the number of transfers exceeds the capacity of this sheet, carry forward to the head of a new sheet. The length of this must not be added to.

Names. (Names in alphabetical order; surnames to the left.)	Date of enlistment.	Where enlisted.	Term.	Rating.	Age.	From what place received.	To what place transferred.		Date of transfer, 1871—.	Remarks.
							Name of ship intended for.	Name of navy-yard or station.		

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FORM No. 25.

UNITED STATES, ———, ———, 187—.

Weekly report of recruits belonging to the U. S receiving-ship ———, available for general draft, sick, or in hospital, and detailed for particular vessels.

	Seamen.	O. S.	Lands.	Boys.	F. M.	C. H.	Sea., extra.	O. sea., extra.	Lands., extra.	Machinists.	Boilermakers	Coppersmiths.	Total.
Available for general draft, having less than 6 months to serve.....													
Available for general draft, having from 6 months to 1 year to serve.													
Available for general draft, having from 1 year to 2 years to serve...													
Available for general draft, having 2 years and upward to serve....													
On sick-list.....													
In hospital.....													
Detailed for.....													
Detailed for.....													
Detailed for.....													
Detailed for.....													
Detailed for.....													
Detailed for.....													
Detailed for.....													
Total.....													

Very respectfully, your obedient servant,

——— ———, *Commanding Officer.*

To ———,
———,
Chief of Bureau of Equipment and Recruiting, Washington, D. C.

Forwarded by—
———, *Commandant.*

N. B.—Care is to be exercised that the data required by this and the reverse page be accurately furnished.

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Weekly report of the number and rating of the crews of the receiving-ship and tugs, and of men temporarily on board the U. S. ship ——, with the names of the vessels to which they belong.

	P. O.	Seamen.	O. S.	Lands.	Boys.	F. M.	C. H.	Sea., extra.	O. Sea., extra.	Lands., extra.	Machinists.	Boilermakers.	Coppersmiths.	Total.
Crew of receiving-ship....														
Crew of tugs.....														
From U. S														
From U. S														
From U. S														
From U. S														
From U. S														
From U. S														
From U. S														
From U. S														
From U. S														
From U. S														
From U. S														
Total.....														
RECAPITULATION.														
Total per last report														
Received during the week.														
From enlistments.....														
From other sources, (available and sick).....														
From other sources, (temporarily on board)														
Total.....														
Transferred, discharged, &c.....														
Number remaining on station.....														

Commanding Officer.

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FORM NO. 26.

Morning report of recruits, &c, on board the United States receiving-ship ——, 187—.

Ratings.	Available.	Unavailable.				Remarks.
		Sick.	Detailed for—	Detailed for—		
Seamen						
Ordinary Seamen						
Landsmen						
Boys						
Machinists						
Boiler-makers						
Coppersmiths						
Seamen, (Eng. force)						
Ordinary Seamen, (Eng. force)						
Total						

Respectfully, &c.

——,
Commanding.

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FORM No. 27.

Report of exercise on board the U. S. receiving-ship ——— for the month of ———, 187—.

Day of month.	Day of week.	Kinds of exercise.						Name of lds. rewarded.	Date of enlistment.	Remarks as to general proficiency; or if no exercise, state reason.
		Division.	Guns.	Exercise of sails.	Exercise small-arms.	Heaving the lead.	Exercise of lds. only.			
			Broadside or pivot.				Practical seamanship.			

Respectfully submitted.

Approved and forwarded.

——— ———,
Commanding.

——— ———,
Commanding.

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U. S. Receiving-Ship ——.

REPORT OF EXERCISE FOR MONTH OF ——, 187—.

INSTRUCTIONS.

SUNDAY.—Divine service. (See paragraph 210, Bureau Instructions.)
MONDAY.—Divisional exercise.
TUESDAY.—Broadside or pivot.
WEDNESDAY.—Exercise sails.
THURSDAY.—Small-arms.
FRIDAY.—Exercise Landsmen only.
SATURDAY.—Mend clothes.

2. Recruits, when received on board, to be immediately stationed at a gun for exercise. If a Seaman or Ordinary Seaman, they will also be assigned a station aloft for exercise of sails.

3. The Landsmen to be exercised in laying aloft and out on the yards, and to be encouraged in the performance of this duty, but not urged to incur any risk that they may hesitate to attempt of their own volition. A reward of $5 will be given in clothing from the "slush fund" at the end of each month to the Landsman who can "box the compass," is most active "aloft," and otherwise most proficient. The same Landsman not to be eligible to a second reward unless he shall excel in the exercise of both "great guns" and "small-arms."

4. Seamen and Ordinary Seamen to be instructed daily in "heaving the lead," when the weather will permit, in addition to the regular exercises.

5. The Commanding Officer of the Receiving-Ship is not confined to the specified routine in case of inclement weather, but will use his discretion in all such cases.

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FORM No. 28.

Report of coal received and expended on board the U. S. S. ——, during the quarter ending ——, 187—.

	Tons.	Tons.
Balance on hand		
Received from purchase during quarter		
Received from other sources during quarter		
Total on hand and received		
Consumed for steaming-purposes during quarter		
Consumed for other purposes during quarter		
Total consumption during quarter		
Balance on hand ——, 187-		

U. S. S. ——, ——, 187—.

——— ———,

Executive and Equipment Officer.

Approved and forwarded:

——— ———,

Commanding Officer.

To be forwarded to the Bureau of Equipment and Recruiting at the end of each quarter and expiration of cruise.

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FORM No. 29.

Descriptive list to accompany reports in cases for pensions.

Name.	Date of enlistment.	Where enlisted.	Term of enlistment.	Rating.	Where born.		State of which a citizen.	Personal description.							
					City, town, or county.	State.		Age.	Occupation.	Eyes.	Hair.	Complexion.	Height.		Marks.
													Feet.	Inches.	

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FORM No. 30.

Report of death, and order for board to determine if cause of death originated in line of duty.

U. S. NAVAL HOSPITAL,
——— ———, 18—.

SIR: I have to report the death, to-day, in this hospital, of ——— ———, in the United States Navy. He was received from the United States ——— on the ———, with (disease, wound, or injury), and his death was caused by ———.

Very respectfully,

——— ———,
Surgeon in charge of Hospital.

To ——— ———,
Commanding U. S. (Navy-Yard or Station).

NAVY YARD.
——— ———, 18—.

To Surgeon ———,
Surgeon ———,
Surgeon ———.

GENTLEMEN: You are hereby appointed a board to take testimony, according to regulations under the head of Pensions, in order to determine if the above-named ——— ——— was or was not in the line of his duty when (the disease was incurred, or the wound or injury was received) which caused his death. You will report in triplicate.

Very respectfully,

——— ———,
Commanding Navy-Yard.

FORM No. 31.

Report of board to determine if cause of death originated in line of duty.

U. S. ——— ———,
——— ———, 18—.

SIR: In compliance with your order of ——— instant, we have taken testimony, in order to determine if the cause of the death of ———, a ——— in the United States Navy, originated in the line of duty, and have to report as follows: [Here state briefly the facts elicited, as to the cause of death, and, distinctly, whether or not it originated in the line of duty.]

Very respectfully,

——— ———, *Surgeon.*
——— ———, *Surgeon.*
——— ———, *Surgeon.*

To ——— ———,
Commanding Navy-Yard.

FORM No. 32.

Report of survey on case of disability, to determine if cause of disability originated in line of duty.

U. S. NAVAL HOSPITAL,
——— ———, 18—.

SIR: In compliance with your order of the ———, we have held a survey upon ——— ———, a ——— in the United States Navy, now in this hospital, and have to report that he (is or is not partially or wholly) disabled, and that his disability (was or was not) incurred in the line of duty.

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He is disabled (one-fourth, one-half, or wholly) from [here state the particulars of disability], and his disability was occasioned by [here state the circumstances under which the disability was incurred].

Very respectfully,

——— ———, *Surgeon.*
——— ———, *Surgeon.*
——— ———, *Surgeon.*

To ——— ———,
Commandant Navy-Yard.

FORM No. 33.

SURGEON'S OFFICE, NAVY-YARD,
——— ———, 18—.

SIR: I have examined [state the name in full], who states that he was born in [name of town and State] on the ——— day of ———, 18—, and find that he is [not] physically qualified to perform the duties of a [name the grade] in the Navy of the United States [if not qualified add], because he has [state the disability].

I am, very respectfully,

——— ———,
Surgeon.

To ——— ———,
Commanding U. S. Naval Station.

FORM No. 34.

Commanding Officer's report of death or disability in line of duty to establish claim for pension.

U. S. ——— ———,
———, 18—.

SIR: I have to report the [death or disability] of ——— ———, a ——— in the United States Navy, while serving under my command. The [death or disability] of the above-named ——— ——— occurred on the ——— day of ———, 18— [here state where], and in the line of duty.

[Here state briefly, but clearly, the facts known to Commanding Officer, as to circumstances attending the death or wounding, or other cause of disability. When the facts are not known by Commanding Officer, give an abstract of the statement of an officer or other person having knowledge thereof. When death or disability occurs from disease alone, give the opinion of the Medical Officer as to the *origin* of the disease. But in all cases the Commanding Officer will distinctly state his own opinion whether the person was or was not in the line of his duty at the time of his death, or when he received the wound or injury, or contracted the disease producing his death or disability.]

[Here add as may be proper.]

I inclose herewith the report of Surgeon ———, as to the nature and degree of the disability (or as to the origin of disease, if necessary) in this case, and (if requisite) the statement of ——— in reference to the cause of death, or origin of wounds or injury, producing disability.

Very respectfully, your obedient servant,

——— ———,
Commanding United States ———.

BUREAU OF MEDICINE AND SURGERY, NAVY DEPARTMENT.

NOTE.—In all cases where testimony other than the personal knowledge of the Commanding Officer is requisite, such testimony will be taken in writing, and in triplicate. Will be signed by the officer or other person making it, and approved and forwarded by Commanding Officer with his report.

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FORM No. 35.

Surgeon's report of death.

U. S. ——— ———,
———, 18—.

SIR: I have to report the death of ——— ———, a ——— in the United States Navy, serving under your command. He died on the ——— day of ———, 18—, [here state where,] of (casualty, disease,) as set forth in the record of his case, as follows:

[Here state briefly, but clearly, the facts as to cause of death; if the death has occurred from disease alone, state the original cause of disease, and the time when incurred as exactly as may be practicable.]

———— ————,
Surgeon, United States Navy.

To ——— ———,
Commanding United States ———.

FORM No. 36.

Surgeon's report of disability.

U. S. ——— ———,
———, 18—.

SIR: I have to report that ——— ———, a ——— in the United States Navy, serving under your command, is disabled by (disease by common name, wound or injury.) (If by disease, state the original cause, and the time when incurred, as exactly as may be practicable. If by wound or injury, describe the same.)

He is thereby not only incapacitated for duty as aforesaid, but in the opinion of the undersigned is (one-fourth, half) disabled from obtaining his subsistence by manual labor.

———— ————,
Surgeon, United States Navy.

To ——— ———,
Commanding United States Navy.

FORM No. 37.

Application for disability survey, from Surgeon of a naval hospital.

U. S. NAVAL HOSPITAL,
——— ———, 18—.

SIR: I have to request that a survey may be held on ——— ———, a ——— in the United States Navy, received from the United States ——— on the ——— ———, and now under treatment in this hospital.

He is (partially or wholly) disabled, and his disability is likely to be permanent.

Very respectfully,

———— ————,
Surgeon in charge of Hospital.

To ——— ———,
Commandant (Navy-yard or Station.)

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U. S. NAVY-YARD,
——— ———, 18—.

To Surgeon ———,
Surgeon ———,
Surgeon ———:

GENTLEMEN: You will hold survey as recommended above, in accordance with the regulations under the head of Pensions, and report in triplicate. You will particularly state all facts you may be able to elicit, in regard to origin of disability, even when you do not find it to be in line of duty.

Very respectfully,

——— ———,
Commanding Navy-Yard.

FORM No. 38.

Letter of application for an examination.

——— ———, 18—.

TO THE SECRETARY OF THE NAVY:

I respectfully make application for an examination as to my qualifications for appointment as *——— in the United States Navy. I was ——— years of age on the ——— day of ———, 18—. I was born in ———, county of ———, and State of ———, and I reside in ———, county of ———, and State of ———. I forward herewith testimonials of moral and physical qualifications.

Very respectfully,

——— ———.

FORM No. 39.

Letter of acceptance.

——— ———, 18—.

TO THE SECRETARY OF THE NAVY:

I hereby acknowledge the receipt of an appointment (or warrant or commission) as ——— in the Navy of the United States, dated ———, 18—, and inform the Department of my acceptance of the same. I inclose herewith the oath of allegiance, duly signed and certified.

Very respectfully,

——— ———,
———, *U. S. Navy.*

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That hereafter every person elected or appointed to any office of honor or profit under the Government of the United States, either in the civil, military, or naval departments of the public service, excepting the President of the United States, shall, before entering upon the duties of such office, and before being entitled to any of the salary or other emoluments thereof, take and subscribe the following oath or affirmation:

"I, A. B., do solemnly swear (or affirm) that I have never voluntarily borne arms against the United States since I have been a citizen thereof; that I have voluntarily given no aid, countenance, counsel, or encouragement to persons engaged in armed hostility thereto; that I have neither sought, nor accepted, nor attempted to exercise the functions of any office whatever, under any authority or pretended authority in hostility to the United States; that

* This blank to be filled up with the position the applicant desires to obtain, as Mate, Sailmaker, Carpenter, Gunner, Boatswain, Third Assistant Engineer, Assistant Civil Engineer, Assistant Naval Constructor, Assistant Paymaster, or Assistant Surgeon. No professional examination being required of candidates for the office of Chaplain or Professor of Mathematics, except at the Naval Academy, their application will be the same as the above, striking out the words, "examination as to my qualifications for."

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I have not yielded a voluntary support to any pretended government, authority, power, or constitution within the United States, hostile or inimical thereto. And I do further swear (or affirm) that, to the best of my knowledge and ability, I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God."

Which said oath, so taken and signed, shall be preserved among the files of the court, house of Congress, or Department to which the said office may appertain. And any person who shall falsely take the said oath shall be guilty of perjury, and on conviction, in addition to the penalties now prescribed for the offense, shall be deprived of his office and rendered incapable forever after of holding any office or place under the United States.

FORM No. 40.

Articles of agreement for ———.

I do hereby agree to enter the Navy of the United States as ———, and to repair on board such vessel and at such time as may be ordered, and to remain in said capacity till the expiration of the service of the vessel, unless sooner discharged by the proper authority, or under the provisions of paragraph 11, page 95, of the Regulations of the Navy.

I do oblige and subject myself during my service as ——— to comply with and be obedient to such laws, regulations, and discipline of the Navy as are or that may be established by Congress or other competent authority.

——— ———.

Witness:

——— ———.

NOTE.—The Medical Officers will testify (on the reverse) to the physical fitness of the person selected; or, if he exhibit defects, they are to be noted.

FORM No. 41.

Surveys.

U. S. S. ——— ———,
———, 18—.

SIR: I respectfully request that a survey may be ordered upon the below-mentioned articles in my department, which I believe to be ———.

Respectfully,

——— ———.

To ——— ———,
Commanding.

U. S. S. ——— ———,
———, 18—.

GENTLEMEN: You will hold a strict and careful survey on the articles above mentioned, in the ——— department, and report to me, in triplicate, their condition. If, in your judgment, they are unfit for use, you will state the particulars in which they are so, and the probable cause which has made them so; and you will include in your statement the names of the contractor and inspector, if they can be obtained, by marks or otherwise, and the invoice prices of the articles, together with your recommendation as to their disposition.

Respectfully,

——— ———,
Commanding.

To ——— ———,
——— ———,
——— ———.

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U. S. S. ——— ———,
———, 18—,

SIR: In obedience to your order of the ———, we have held a strict and careful survey on the articles in the ——— department therein mentioned, and report that in our opinion ———.

Respectfully,

——— ———.
——— ———.
——— ———.

To ——— ———,
Commanding.

Approved.

——— ———,
Commanding.

I certify that the foregoing articles recommended to be ——— were so disposed of in my presence.

——— ———.

FORM No. 42.

Letter to be given to Prize-Master by a Commanding Officer making a seizure or capture.

U. S. S. ——— ———,
OFF ——— ———,
——— ———.

SIR: You will take charge of the ———, captured on the ——— day of ———, 18—, by ———, and proceed with the said prize to the port of ———, and there deliver her, with the accompanying papers, (which were all that were found on board,) and the persons sent as witnesses, to the Judge of the United States District Court or to the United States Prize Commissioners at that place, taking his or thier receipt for the same. You will not deliver either the vessel, the papers, or the witnesses to the order of any other person or parties, unless directed to act otherwise by the Navy Department or Flag-Officer commanding the squadron to which you are attached.

On your arrival at ——— you will immediately report in person to the Commanding or Senior Navy Officer of the navy-yard or station thereat, and show him these instructions; and you will report also, by letter, to the Secretary of the Navy, stating in full the particulars of your passage home, and transmit to him, through the Commandant or Senior Officer, the names of the officers and men composing your prize-crew, and any communications for the Department with which you may be charged. You will, on your arrival, allow no person to leave the vessel without permission from the Commandant of the station, nor go on shore yourself except on your necessary duty. You will not sleep out of the vessel while in charge, nor allow any but official boats to approach, and only official persons on duty to come on board.

You will, without delay, after reporting, call upon the United States district attorney at ———, show him these instructions, which are issued by order of the Secretary of the Navy, and give him all the information in your power respecting the circumstances connected with the capture of the ———.

You will then report, and show these instructions, to the Naval Prize Commissioner of the district, who is hereby directed to ascertain and notify you of the earliest date at which your attendance shall no longer be required by the court, and to indorse the notification on this paper. You will, on being discharged from attendance, if not in the mean time instructed, and whenever you need instructions respecting yourself, officers, or prize-crew, immediately report to the Commandant of the nearest yard or station or Senior Officer for such instructions.

You will particularly bear in mind and strictly observe the injunctions of the law and of the Department respecting captured property or persons under your charge, and recollect that you will be held rigorously responsible for any mismanagement of the trust confided to you.

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You, your officers and prize-crew, are hereby detached from the ———, and you will be careful to apply for and take with you their pay-accounts and your own, to be presented to the Paymaster of the yard or station at or nearest to the port to which you are ordered.

The sea-pay of yourself and officers will continue while in charge of the prize or under the orders of a Flag-Officer or Senior Navy Officer afloat; but your name will not be borne on the books of the vessel from which you are detached, and you will not be entitled to share in prizes made by such vessel after your detachment.

Commanding the U. S. ———.

To ——— ———,
——— ———,
——— ———.

CIRCULAR.

The attention of Commanding Officers in the Navy is called to the following extract, in relation to their duties, from the twenty-fifth article, section sixteen, of the act of July 16, 1862, for the better government of the Navy:

"He shall, whenever he orders officers and men to take charge of a prize and proceed to the United States, and whenever officers and men are sent from his ship, for *whatever cause*, take care that each man be furnished with a complete statement of his account, specifying the date of his enlistment and the period and the terms of his service, which account shall be signed by the Commanding Officer and Purser."

These requirements must be strictly complied with, and, in addition, duplicate statements must be forwarded to the Paymaster of the vessel or station to which the men are sent, together with a descriptive list of the men sent, according to the form here annexed:

Names of crew.	Enlisted.			Where born and personal description.								
	When.	Term.	Rating.	City, town, or county.	Date.	Age.	Occupation.	Eyes.	Hair.	Complexion.	Height.	
											Ft.	In.

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